



Policies and Procedures

The Corporation of the Township of Blandford-Blenheim

Department:	Clerks	Effective:	December 17, 2025
Subject:	Municipal Alcohol Policy	Policy Number:	
Approved by:	Council		
Resolution Number:	2025-12-17-16		
Date of Review:	Review Number:	Change:	Reference Section:

Purpose:

The purpose of this policy is to provide safe and enjoyable Township owned/leased premises to residents and visitors. This policy is intended to ensure that all Special Occasion Permits obtained and operated within municipal properties of the Township of Blandford-Blenheim are managed effectively and properly.

In order for the Township to ensure the health and safety of its participants, minimize risk and liability and to protect its facilities, the Township has developed a Municipal Alcohol Policy (MAP) that will encourage the responsible use of alcohol for those individuals or groups wishing to host special occasion functions on Township properties.

It is the intention that this policy will help to reduce alcohol related problems that may arise from irresponsible alcohol consumption within its facilities and to promote a safe, enjoyable environment for users of these facilities during such functions.

Details:

Anyone who wishes to serve alcohol at a designated site must obtain a Special Occasion Permit from the Alcohol & Gaming Commission of Ontario.

The Township of Blandford-Blenheim reserves the right to refuse any applicant permission to run a licenced event on its property and to impose on the event whatever restrictions it deems appropriate to ensure the safety of the participants.

Definitions:

“AGCO” means Alcohol and Gaming Commission of Ontario which is the governing body. Specific information can be obtained from website at <http://www.agco.ca>.

“Event Organizer(s)” means a person or persons responsible for organizing the event including overseeing event workers, facility bookings and attaining all necessary permits and approvals.

“Event Worker(s)” means paid and/or volunteer workers at an event who hold positions of responsibility in the operation of the event and who help ensure that the requirements of the MAP are carried out (e.g. Ticket sellers, bartenders)

“High Risk” means the event classifications as determined by the Township of Blandford-Blenheim based on event dynamics.

“LLCA” means Liquor Licence and Control Act and Regulations outlines the rules that Event Organizers must follow. A copy of this Act and Regulations can be found on the AGCO website above.

“MAP” means Municipal Alcohol Policy.

“Moderate Risk” means the event classifications as determined by the Township of Blandford-Blenheim based on event dynamics.

“Municipally Significant Event” means a one-time, annual or infrequently occurring event that is open to the public, has a predetermined opening and closing date and time, and which fits the criteria of the Township’s Municipally Significant Event Policy.

“Passive” means the event classifications as determined by the Township of Blandford-Blenheim based on event dynamics.

"Public Event" means an event where the general public will be attending. A "Public Event" is not a private/invitation-only gathering.

“Smart Serve” means the program offered by Smart Serve Ontario. The Smart Serve Program is the only responsible beverage service training program that is recognized by AGCO. It has been designed to train staff and volunteers who work in the areas where alcohol is sold and/or served such as bars, restaurants, banquet halls and other public facilities. Smart Serve recertification is required every 5 years. If Smart Serve certificate was issued prior to Sept. 1st, 2018, the certificate expired on Aug. 31st, 2023.

“Special Occasion Permit (SOP)” means the permit issued by the AGCO that authorizes the holder (Event Organizer) to serve liquor at a Special Occasion Permit Event. A permit is needed any time liquor is offered for sale or served anywhere other than in a licenced establishment or private place.

“Special Occasion Permit Event (Event)” means any event held in a municipal facility at which alcohol will be served and/or sold under the authority of a Special Occasion Permit.

"Sponsor" means any person 18 years of age or over seeking to hold, or holding an event involving the serving of alcohol pertaining to this policy, or any organization seeking to hold, or holding an event involving the serving of alcohol pertaining to this.

Application:

This policy applies to all members of the public who rent or use any Township facility or lands for events. This policy also applies to Township events held at any location or public events where the approval of the Township is requested, being held on premises owned by third parties. This policy also applies to Township owned lands and premises where there is no event taking place.

The following facilities, owned by the Township, are designated as suitable for a Special Occasion Permit events:

- a) Richwood Community Centre, and surrounding Township land;
- b) Plattsville Arena;
- c) Princeton Centennial Hall, and surrounding Township land; and,
- d) Bright, Drumbo, Plattsville and Princeton Parks.

For the location listed, the Township may limit the area where alcohol may be served and/or consumed. Locations not listed may be directed to Council for consideration.

The following facilities, owned by the Township, are designated as *not suitable* for a Special Occasion Permit events:

- a) Parks and outdoor areas not listed in the policy;
- b) Arena dressing rooms;
- c) Spectator seating areas in arenas or parks; or,
- d) Arena lobby.

The consumption of alcoholic beverages is prohibited in the majority of parks and service facilities within the Township of Blandford-Blenheim. The Township of Blandford-Blenheim has a zero-tolerance policy on the consumption of alcohol on municipally owned property where proper permits have not been obtained.

Events Not Eligible for Alcohol Use:

- a) "Family Day" events;
- b) All youth events and all minor sports events, including banquets, are designated as events not suitable for alcohol use. Associated adult evening social events commencing after 8:30 p.m. will be allowed, however, minors will not be allowed into these licenced events.

Exceptions:

Any persons wishing to hold a Special Occasion Permit Event in a location on Township Property not listed in this Policy must receive written approval from Council. Township Council, may, at their discretion, allow exceptions for any areas previously designated not suitable.

Conditions for the Use of Alcohol in Municipally Owned Facilities:

Anyone who wishes to serve alcohol at an eligible site must sign a facility rental contract that stipulates the conditions under which alcohol may be served and acknowledges the requirements.

The Event Organizer must obtain a Special Occasion Permit (SOP) from the AGCO and must comply with all provisions and regulations regarding the issuance of the licence and the service of alcohol. A copy of this permit must be provided fourteen (14) days prior to the event. Failure to do so may result in immediate suspension of rental privileges and loss of any booking fees or applicable deposits. The Township also reserves the right to refuse the issuance of a facility rental permit at their sole discretion.

Procedures:

Youth Admission to Events

Individuals under the age of majority will not be allowed to consume alcohol beverages. Individuals consuming alcoholic beverages under the age of majority will be required to leave the event and may be charged by the appropriate authorities.

Anyone serving individuals under the age of majority will also be required to leave the event and may be charged.

It is recommended that if minors are attending a public event, that those of legal age to consume alcohol be distinguished from other participants by a visible means, i.e. stamp, wrist band. Patrons would then not be served alcohol unless the stamp or wrist band is visible to the Smart Serve server.

Where underage youth are found to have consumed or to be consuming alcohol on Township property, the authorities may be called and/or the following procedure will be followed:

- 1st infraction: Individual will be turned over to a parent or guardian. If a parent or guardian is not available, the police will be called. A registered letter will be sent by the Township to the parent/guardian.
- 2nd infraction: Individual may be suspended from the facility for one year.
- Any infractions shall be reported to the Township by the SOP Holder within 14 days of the event.

Event Organizer Responsibilities Prior to the Event

Event organizers of Special Occasion Permit Events held within Municipal facilities will be required to understand the conditions of the SOP, as well as the MAP prior to renting the facility. A copy of the Municipal Alcohol Policy will be available from Township staff or designate at the time of booking the facility and will also be available on the Township website at www.blandfordblenheim.ca

A rental contract for Event Organizers will be provided by the Municipality prior to the event. These forms are to be completed by the Event Organizer and returned to the staff person or designate at least fourteen (14) days prior to the event. Signatures from both the Event Organizer and the staff person are required on the forms.

In order to be eligible for a facility rental for a special occasion function, the Event Organizer must demonstrate to the satisfaction of the Director of Corporate Services or designate that there are sufficient controls in place to prevent unauthorized or intoxicated people from entering

or remaining at the event and that the intoxicated participants will be refused services and removed from the event.

As part of the rental contract, it is the responsibility of the Event Organizer to:

- a. Provide proof to the Municipality that the appropriate Special Occasion Permit had been secured fourteen (14) days prior to the event date.
- b. Provide a list of all Smart-Serve certified servers to the Municipality as well as provide copies of the individual Smart Serve Certificates fourteen (14) days prior to the event date.
- c. Submit to the Municipality a copy of a valid Insurance Certificate for General Liability Insurance or Special Occasion Host Liquor Liability Insurance in the amount of not less than two million dollars (\$2,000,000.00), clearly denoting the Township as an “additional insured” fourteen (14) days prior to the event.
- d. The Event Organizer/Permit Holder shall comply with all regulatory agencies having jurisdiction over the event, including local fire services and Southwestern Public Health.
- e. All alcohol brought into the facility or property under a special occasion permit must be authorized by the Alcohol & Gaming Commission of Ontario (AGCO) and purchased from a licenced retail store.

Mandatory Signage

Permanent signage shall be displayed prominently in designated recreation facilities and community centres. Temporary signage of same shall be displayed prominently within designated special occasion permit areas associated with special event areas. The signage shall include the following wording (or similar in nature):

a. Statement on Intoxication

The Municipality of the Township of Blandford-Blenheim strives to provide recreation facilities for the enjoyment of all members of the community. Servers are required by law not to serve anyone who is intoxicated or appears to be intoxicated or to the point of intoxication. For this reason, servers in our facilities are required to obey the law and not serve anyone to intoxication. Servers also shall not consume alcohol during their shifts. Non-alcoholic beverages and food items are available.

b. Sober Driver / Alternative Transportation

DON'T DRINK & DRIVE! The Oxford County Detachment of the Ontario Provincial Police Reduce Impaired Drivers Everywhere (R.I.D.E.) Program thanks you for helping to reduce impaired driving in Blandford-Blenheim. We look forward to personally thanking you at one of our Roadside Spot Checks for leaving this event as a Sober Driver.

The Township of Blandford-Blenheim strongly supports the Designated Driver Program and appreciates and thanks our Designated Drivers for their contributions to the health and safety of their families, friends and the community.

c. Designated Consumption Areas

No Alcohol Beyond this Point.

d. Proof of Age

Serving alcohol is restricted to those of legal drinking age. In Ontario, the legal drinking age is 19 years of age. You may be asked for proof of age. Government issued photo identification is the only acceptable proof of age.

Acceptable identification is:

- Valid Ontario Driver's License or out-of-province photo driver's license.
- Valid Canadian Passport.
- Canadian Citizenship Card with a photograph.
- Canadian Armed Forces Identification Card.
- Permanent Resident Card (issued by Government of Canada).
- Certificate of Indian Status (Canadian).
- LCBO BYID Photo Card.

e. Warning on Alcohol Consumption

Warning: Drinking alcohol during pregnancy can cause birth defects and brain damage to your baby (Fetal Alcohol Spectrum Disorder).

f. No Last Call

There will be no "LAST CALL" announcement prior to bar closing.

Mandatory signage for Event Organizer/Permit Holder: Temporary signage shall be displayed by the Event Organizer/Permit Holder prominently in specific designated areas within the facility or property.

a. Accountability Statement:

A blank sign format, provided by the Township of Blandford-Blenheim, shall be prominently and temporarily displayed during the Special Occasion Permit event to inform patrons as to where to direct concerns. This will include telephone numbers of the Event Organizer(s), local Police Department and the Alcohol & Gaming Commission of Ontario. This sign will be provided for Event Organizer(s) with the lease agreement for Township facilities.

b. Ticket Sales:

Sales of alcohol shall be strictly monitored by Smart Serve bartenders at all SOP events. Bartenders shall limit the number of redeemable drinks purchased at any one time to a maximum of two (2) per person. At events where alcohol is being sold, a sign shall be posted at the alcohol ticket sales table outlining the following regulation:

Ticket Sales: No more than two (2) tickets per person may be redeemed at a time. Only single tickets will be sold after midnight. All ticket sales will stop at 1:45am

Event Organizer Responsibilities During the Event

The Event Organizer and SOP Holder must remain on site at all times. The Event Organizer and SOP holder are responsible for decisions regarding the actual operation of the event. If the

event is more than two days in length, then a designate may be assigned and their name(s) must appear on the contract.

The Event Organizer and SOP Holder and the person renting the facility are responsible to ensure that the event is properly supervised and must provide enough staff to fulfill this obligation. The Event Organizer/SOP Holder and Event Workers/Volunteers must ensure that all controls and service be consistent with the provisions of the Alcohol & Gaming Commission Act of Ontario and its Sections and shall also abide by all the rules of the MAP.

The Event Organizer and SOP Holder and Event Workers/Volunteers must attend the event and be sober before and during the event, including any clean-up activities. The Event Organizer and SOP Holder and Event Workers/Volunteers must be clearly identified during the event. Visible identification to be used by event workers must be acceptable to the Manager of Community Services and/or designate.

The Event Organizer and SOP Holder and Event Workers/Volunteers must ensure that monitors will supervise the event, encourage legal and moderate drinking behaviour, and ensure that any problems that arise are dealt with appropriately.

Entry to the event must be monitored by responsible person(s) meeting the age of majority requirements at all times. This person(s) shall further observe for individuals that may be attempting to enter the premises and that appear to be intoxicated or have a history of causing problems at events.

The Event Organizer and SOP Holder and Event Workers have the responsibility to encourage safe transportation options. See **Safe Transportation** for further details.

The Event Organizer and SOP Holder or Event Workers/Volunteers/Municipal Staff have the right to deny entry to any individual. Entry to public functions must be denied to:

- Intoxicated or unruly individuals;
- Individuals carrying alcoholic beverages; and,
- Individuals previously turned away from the event.

Event Servers

There will be no self-serve events, all functions require a bartender. Self-serving is prohibited and trained bar personnel are required. Trained servers must hold a valid certificate issued by Smart Serve Ontario.

The Event Organizer and SOP holder shall ensure all trained servers, door/entrance and exit monitors, and alcohol ticket sales persons are at least nineteen (19) years of age.

Event classifications are determined by the Township of Blandford-Blenheim based on event dynamics.

Category (Public or Private Events)	Trained Servers	Entrance/Exit Monitors
Passive	1	The Event Organizer is responsible to monitor the entrance and exit to the event at all times.
Moderate Risk	2	1 event worker per entrance and exit to the event at all times.
High Risk	2 + 2 for every additional 200 participants	1 event worker at every entrance and exit to the event at all times.

Control of Alcohol Service

Non-alcoholic beverages must be made readily available throughout the duration of the event, and at a cost significantly lower than drinks containing alcohol. The Event Organizer and SOP Holder shall provide a sign, which shall be prominently posted, identifying the non-alcoholic beverages available at the event.

Event Organizers and SOP holders shall adhere to the following rules and regulations:

- a. Practices which may encourage the excessive consumption of alcohol are prohibited, including, but not limited to, “shooters” and “funnels”.
- b. Contests or games involving the consumption of liquor are prohibited.
- c. Servers must be appropriately trained. Event organizers are encouraged to have all event staff trained, including those at the door and selling drink tickets.
- d. No “Last Call” will be announced prior to the end of the event/sale of alcohol.
- e. Tickets for alcohol must be purchased from designated ticket sellers and must be redeemed at the bar. A maximum of five (5) tickets may be sold to any person at one time. Tickets for alcohol can be redeemed for cash until fifteen minutes after the closing of the bar.
 - i. Serving alcohol is restricted to those of legal drinking age. In Ontario, the legal drinking age is 19 years of age. Patrons may be asked for proof of age. Government issued photo identification is the only acceptable proof of age:
 1. Valid Ontario Driver’s Licence or out-of-province photo driver’s licence.
 2. Valid Canadian Passport
 3. Canadian Citizenship Card with a photograph
 4. Canadian Armed Forces Identification Card
 5. Permanent Resident Card (issued by Government of Canada)
 6. Certificate of Indian Status (Canadian)
 7. LCBO BYID Photo Card
- f. Discounts will not be offered for volume purchase of tickets when tickets are sold for alcoholic beverages. Guests cannot be required to purchase a minimum number of drinks (or drink tickets) to enter or remain at the event.
- g. Servers are required to pour all bottled beverages into plastic or paper disposable cups at the bar. Canned or bottled beverages will not be permitted on the floor. Only servers and event workers are permitted behind the bar. All bottles and cans are to be kept

behind the bar. Alcoholic and Non-Alcoholic drinks are to be served in readily identifiable different cups.

- h. Single drinks only will be served, no more than one standard drink per glass, (example, no more than one shot in one glass).
- i. No extra-strength pre-made drinks (beer or coolers with alcohol percentages greater than 5%) shall be available for purchase.
- j. A maximum of 2 standard drinks will be served to an individual at one time. A Standard Drink means:
 - 341 ml. or 355 ml. of beer/cider/cooler with 5% alcohol; or,
 - 142 ml. (5 oz) of wine with 12% alcohol; or,
 - 29 ml. (1 oz) of spirits with 40% alcohol.
- k. A minimum of 30% of alcohol supplied to be low-alcohol content drinks (i.e. alcoholic drinks with alcohol percentages less than 5%).
- l. No caffeinated energy drinks to be served.
- m. Alcohol service within the premises shall cease no later than 2:00 am, no service of alcoholic beverages will be allowed after this time.
- n. All signs of sale and service must be cleared from the premises within 45 minutes of the end time stated on the permit. This includes the removal of all partially consumed and empty bottles, cans, and glasses that contained liquor. Leftover liquor will be removed from the premises at the end of the event.
- o. To assist staff and to ensure that no incidents occur on the premises, patrons must vacate the facility by 3:00 am.

Food Requirements

- a. Event organizers and SOP holders shall encourage consumption of food by persons attending the event, i.e., light meals, and will have light meals available at the event.
- b. Snacks such as chips, peanuts or popcorn are not an acceptable substitute for this requirement.

Safe Transportation

The event organizers and SOP holders shall be responsible for promoting safe transportation options for all participants at an event. If an uncontrollable situation develops in relation to intoxicated patrons, event organizers and SOP holders, or designate, shall call the Police and request that the intoxicated patrons be apprehended to ensure they do not drive vehicles while intoxicated.

The event organizers and SOP holders must remain on the premises until all the patrons have left the premises by a safe and satisfactory means of transportation.

Insurance

The event organizer must provide proof of insurance by way of submitting an original Certificate of Liability Insurance to the Township of Blandford-Blenheim a minimum of 14 days prior to occupying municipal premises for the event. The Certificate of Liability Insurance must be in effect for date(s) where municipal property is being used or occupied by the event organizer including, without limitation, set-up and take-down. Failure to provide proof of liability insurance will result in the rental being cancelled.

The Certificate of Liability Insurance shall:

Provide proof of a minimum of two million dollars general liability insurance issued by an insurance company satisfactory to the Township of Blandford-Blenheim that is licenced to carry on business in Ontario and which must at a minimum include the following:

- a) The Township of Blandford-Blenheim shown as an additional insured on the policy;
- b) Coverage for bodily injury and property damage liability;
- c) A host liquor liability endorsement;
- d) Tenants liability endorsement;
- e) Personal injury liability; and,
- f) Thirty (30) day notice of cancellation provision.

The Event Organizer and SOP Holder shall indemnify and save the Township of Blandford-Blenheim harmless from all claims arising from the permit or event.

Advertising

All advertising must comply with the Alcohol and Gaming Commission of Ontario advertising policies and guidelines. Alcohol and Gaming Commission of Ontario policy states that, a permit holder for a private event special occasion permit is not permitted to advertise or promote liquor or the availability of liquor.

At events where children and youth are allowed entry, the event organizer shall not allow promotional advertising of alcoholic beverages' names, brands or manufacturers.

Outdoor Events/Festivals

Outdoor events are those which take place outdoors or in a temporary structure, such as a tent or marquee. The outdoor area must be clearly defined and separated from unlicensed areas by a minimum 36" high partition.

Festivals and events can define an area larger than outside beer tents where people can walk around freely with drinks. Local communities are free to customize the events to their needs.

AGCO may be involved to discuss public safety issues with the permit holder.

Notification must be made to local municipality, including clerk, police, fire and health department and AGCO giving 30-days notice for events where fewer than 5,000 people attend and 60 days notice for events where 5,000 or more people attend.

If a SOP has been issued for an outdoor event that has both licenced areas (bars, restaurants) and areas to which the SOP applies (i.e. Street on which the event occurs), patrons can move freely between these areas with a single serving of alcohol, under certain conditions and where permission has been granted by the AGCO.

The Fire Chief and Chief Building Official will determine maximum capacity for outside tents based on exits and floor area.

Enforcement Procedures by the Event Organizer

If drunkenness, riotous, quarrelsome, violent, and aggressive and/or disorderly conduct or unlawful gaming is observed at the event, the event organizer shall:

- First ask the offending person to leave;
- If the person refuses to leave, call the Police;
- Seek any necessary assistance to maintain control and management of the event and ensure the safety and protection of persons, including event workers.

Infractions, Failure to Comply with Policy/ Penalties

The Township reserves the right to refuse any applicant permission to run a licenced event on its property, and to impose on the event whatever restrictions it deems appropriate to ensure the safety of the participants. The Township reserves the right to revoke a permit to hold an event, or disallow the serving of alcohol at an event on Township premises without notice.

When Township staff become aware of a policy infraction, such violation shall be immediately documented and reported to the staff person having operational jurisdiction over the premises, and brought to the attention of the event organizer with a request to rectify the situation. Township staff should not attempt to rectify a violation that could lead to a confrontation resulting in personal injury or property damage. In such cases, the police shall be alerted.

Township staff can ask individuals to cease the consumption of alcohol, or they can ask the individual or organized group to leave the facility area. Should the individual or group member fail to comply, staff can call police for enforcement. Costs pertaining to police services shall be covered by the event organizer.

Alcohol consumption on Township lands and premises at non-designated facilities or events may be subject to penalty. Penalties may include, but may not be limited to organizations, or individuals receiving a letter of reprimand, or being suspended from use of Township of Blandford-Blenheim land or premises for a period of up to two years. A letter will be sent to an organization, or individual advising them of a suspension.

When an event organizer has violated this policy, and has been confronted by Township staff, the event organizer may be sent a letter advising of the violation, and indicating that no further violation will be tolerated. Additionally, the event organizer may be invoiced for any and all damages and costs associated with the violation.

Should an event organizer violate this policy within two years of receiving notice of their first violation, the event organizer may be suspended from organized use of Township of Blandford-Blenheim land or premises for a period of up to two years. A letter will be sent to the event organizer advising them of their suspension.

An individual or organized group may appeal to the CAO to have their privileges re-instated. Minor deviations from this policy may be approved by the CAO.

Major or permanent deviations from this policy must be approved by Township Council.

Review Cycle

This policy will be reviewed once per term of Council or as required based on revisions to corporate practices or governing legislation.