

APPENDIX B
AGREEMENT FOR SPECIAL OCCASION PERMIT HOLDERS

1. As the Special Occasion Permit holder, I have received, reviewed and understand the contents of the Township of Oro-Medonte Municipal Alcohol Policy.
2. I agree to adhere to the conditions of the Municipal Alcohol Policy and the *Liquor License Act* of Ontario.
3. I understand if an infraction of the Municipal Alcohol Policy occurs, the Township of Oro-Medonte or the Ontario Provincial Police may take any or all of the following steps:
 - close the event at the time of the infraction;
 - rule my Municipal Alcohol Policy compliance deposit to be forfeited;
 - suspend group/ organization from further use of municipal facilities/areas for a period of up to one year or greater.
4. I agree that the Township of Oro-Medonte will not be responsible for any costs or losses incurred if municipal staff or others in authority deem it necessary to close down the event due to an infraction of the Municipal Alcohol Policy.
5. I understand I can be held liable for injuries, damages and costs arising from failing to adhere to the *Liquor License Act* of Ontario, or from otherwise failing to take action that will prevent foreseeable harm from occurring to participants, goods, or members of the general public.
6. I understand that the Ontario Provincial Police or a Liquor License Inspector can lay charges against me for infractions under the *Liquor License Act* of Ontario or other relevant legislation.
7. I agree to obtain Five Million Dollars liability insurance for the event, to name the Township of Oro-Medonte as "additional insured", and to supply proof of insurance to the Township of Oro-Medonte at least five days prior to the event.
8. I have attached a list of the names, addresses and registration numbers of servers and monitors who are trained and certified through the SMART SERVE Program.
9. I agree the Event Organizer and Event Workers will not consume or be impaired by alcohol while working the Event.

Date of Event: _____ Name (Please Print): _____

Location of Event: _____ Signature: _____

S.O.P. Number: _____ Position: _____

Date: _____ Telephone Contact Number: _____

**APPENDIX 'C'
OPERATION PLAN**

Note: All materials to be submitted two (2) weeks prior to the event

1. Name of the person and/or group sponsoring the event_____

2. Anticipated Attendance:_____ 3. Type of Event/Intent_____

5. Facility _____

6. Type of Identification for event workers/volunteers_____

7. Please note if you are providing:

Paid Duty Officers

Private Security

Number of officers or security personnel and/or company and letter of confirmation_____

8. The Safe Transportation Strategies that will be used at this function are:

a) _____

b) _____

c) _____

d) _____

8. What type of food will be provided during the event?

9. Will non-alcoholic beverages be provided YES NO

10. Please include any other relevant details regarding your event?_____

**APPENDIX 'C'
OPERATION PLAN**

11. Please complete the attached table for trained event staff/volunteers **(Photocopy of the card and ID confirming the certification of an individual is required)**

NAME	TELEPHONE	S.I.P / SMART SERVE CERTIFICATION #	DUTY 1)DOOR 2)BAR 3)TICKETS 4)FLOOR AND EXIT MONITORS

Date: _____ Renter / Permit Holder Signature _____

Date: _____ Staff Signature _____

APPENDIX D SIGNAGE

All signs must be posted in plain view and easily seen by those attending the event.

1. Event Details and Emergency Telephone Numbers

- Permit Holder
- Date of Event
- Contact telephone numbers for Township of Oro-Medonte, AGCO, Police

2. Alcohol Risk Management Policy

The Township of Oro-Medonte Municipal Alcohol Policy applies at this Event.

3. Servers' Requirements

Bartenders and other Event Workers have the right to refuse service. They are required by law not to serve an intoxicated person or to serve anyone to the point of intoxication. Serving people who are under 19 years of age is an offence under the *Liquor License Act* of Ontario. Alcohol cannot be passed from a person of legal drinking age to a person who is under the legal drinking age.

Persons under the age of 19 are not permitted to purchase or consume alcohol under the *Liquor License Act* of Ontario. Acceptable form of identification must be produced upon request.

4. Sale Limit

LIMIT: 4 drinks per purchase (tickets or direct sale)

NOTE: All purchased but unused alcohol tickets are redeemable for purchase price until 30 minutes prior to the end time of the Event.

Under the *Liquor License Act* of Ontario, the Event Organizer must ensure that any alcohol drinks are not sold for less than \$2.00 including taxes (may change based on size of serving of liquor, based on the set minimum).

PRICE LIST:

1. Beer (up to 12 oz.) \$ _____
2. Wine (up to 5 oz.) \$ _____
3. Liquor (1 oz. shot) \$ _____
4. Non-Alcohol Drinks \$ _____

5. Safe Transportation – List of Local Taxi Services and Telephone Numbers

_____ Event Organizer Initials