

## CONDITIONS OF SERVING ALCOHOL TERMS AND CONDITIONS

1. The person named on the Special Occasion Permit, the City of Mississauga's Rental agreement and the person signing the City of Mississauga's 'Conditions of Serving Alcohol' must be the same person.
2. If the event is being conducted under the authority of a Caterer's Endorsement, the person who is named on the Rental Agreement is responsible to sign the City of Mississauga's 'Conditions of Serving Alcohol'
3. Controls must be in place to prevent intoxicated or rowdy people from entering the event, and to ensure that the aforementioned participants will be refused service and escorted safely from the event.
4. Door Monitors/Gate Security will be required for all events. The number of monitors/security staff required will be established by the City.
5. All event workers must refrain from consuming alcohol prior to and during the event.
6. The Special Occasion Permit holder and the Door Monitor must be clearly identifiable (name tags).
7. Non-alcoholic beverages and food must be available at all times. The supply of food must be appropriate to the number of people attending and must be within the immediate area of the bar.
8. Beverages having low alcohol content (beer, wine and/or coolers) must be available.
9. All bottles and cans must be retained within the bar area. All drinks must be served in the containers provided by or approved by the city.
10. Non alcoholic beverages must be provided at no charge or at a cost significantly lower than alcoholic beverages.
11. Unused tickets must be redeemable for cash at any time during the event.
12. Tickets sales must end at least 30 minutes before the bar closure specified on the City's rental agreement or other City documents pertaining to the event. The City's rental agreement issued for the event supersedes all Special Occasion Permit operating hours.
13. Promotions that encourage increased consumption of alcohol (discount tickets, double shots, drinking contests, etc) are prohibited.
14. There will be no 'Last Call' announcement or notice.
15. Outdoor licensed areas must be clearly defined and separated from unlicensed areas by a physical barrier with a minimum height of 42" (1.106m).

16. All Bar Servers and at least one of the event workers in each of the following categories must be Trained Servers; Door Monitor, Ticket Seller, Floor Monitor, Floor Supervisor.
17. The person responsible for the event is responsible for cleaning up the bar area and all areas associated with the event. Failure to do so may result in additional cost being assessed to the permit holder.
18. Forms of identification which will be accepted for proof of age include:
  - photo card issued by AGCO
  - photo card issued by LCBO
  - Ontario driver's license with photo
  - Canadian passport
  - Canadian Citizenship card with photo
  - Other government card with photo stating date of birth
19. A copy of the Special Occasion Permit/Caterer's Endorsement must be provided to the City 14 days prior to the event. The Special Occasion Permit must be posted at the event as well as the **LCBO Levy Receipts**
20. Appropriate signs must be posted near the bar stating:
  - The legal drinking age
  - A maximum of two alcoholic beverages can be served at one time
  - There will be no last call
  - Any unused tickets may be redeemed for a refund at any time during the event.
21. An overview of a plan to promote safe transportation options for those attending the event must be provided. These plans should include a range of option which may include, but are not limited to:
  - signs that raise RIDE awareness at entrance to the event
  - providing free non-alcoholic drinks for designated drivers
  - arranging alternate transportation such as taxi and or shuttle bus service numbers
  - arrange to call friend or taxi for intoxicated drivers
  - if necessary, call police to apprehend the impaired driver

## Outdoor Festival / Events Guidelines:

1. If you are serving alcohol at your event, you are required to notify in writing or apply for approval from the following departments and agencies; The Peel Regional Police, Mississauga Fire & Emergency Services, Office of the City Clerk and the Peel Region Health Department, notifying them of your AGCO event.
2. The Alcohol and Gaming Commission (AGCO) requires that Fundraising & Community Festival applicants must be a registered charity under the Income Tax Act or a qualified non-profit corporation, organization or association organized to promote charitable, educational, religious or community objects. For detailed information on all the necessary requirements needed to obtain a special occasion permit, visit the AGCO web site at [www.agco.on.ca](http://www.agco.on.ca)

# Conditions of Serving Alcohol Agreement



|              |    |    |
|--------------|----|----|
| Meeting Date |    |    |
| YYYY         | MM | DD |

|                 |
|-----------------|
| Contract Number |
|-----------------|

|                             |    |    |
|-----------------------------|----|----|
| Deadline Documentation Date |    |    |
| YYYY                        | MM | DD |

Personal information on this form is collected under the authority of the Municipal Act 2001, s. 11 and the City of Mississauga Policy No. 05-01-03. The information will be used to administer the Serving Alcohol at City Facilities policy and to contact the person responsible for the event. Questions about this collection should be directed to Supervisor, Customer Service Centre, Recreation & Parks, 301 Burnhamthorpe Road West, Ground Floor, Mississauga, Ontario L5B 3Y3, Telephone 905-615-3200 ext. 5368.

- All Rental Agreements for the use of City facilities for events at which alcohol will be served will be subject to the City's 'Conditions of Serving Alcohol'.
- In order for your event to take place you must complete and sign this 'Conditions of Serving Alcohol' Agreement.

## Contract Holder / Event Monitor

|                                   |  |                           |  |                              |
|-----------------------------------|--|---------------------------|--|------------------------------|
| Last Name                         |  | First Name                |  | <input type="checkbox"/> Yes |
| Home phone (required information) |  | Cell phone                |  |                              |
| Event Date                        |  | Event location            |  | <input type="checkbox"/> Yes |
| Attendees # of Adults             |  | Attendees # of Children   |  |                              |
| Liability Insurance               |  | Transportation Plan       |  | <input type="checkbox"/> Yes |
| Private City                      |  | Special Occasion Permit # |  |                              |
| Copy received                     |  |                           |  | <input type="checkbox"/> Yes |
|                                   |  |                           |  | <input type="checkbox"/> Yes |

## Trained Server

|               |           |                |                              |
|---------------|-----------|----------------|------------------------------|
| 1. First Name | Last Name | Smart Serve ID | <input type="checkbox"/> Yes |
| 2. First Name | Last Name | Smart Serve ID | <input type="checkbox"/> Yes |

## Floor Monitor/Table Monitor

|               |           |                |                              |
|---------------|-----------|----------------|------------------------------|
| 1. First Name | Last Name | Smart Serve ID | <input type="checkbox"/> Yes |
| 2. First Name | Last Name | Smart Serve ID | <input type="checkbox"/> Yes |

## Ticket Seller

|               |           |                |                              |
|---------------|-----------|----------------|------------------------------|
| 1. First Name | Last Name | Smart Serve ID | <input type="checkbox"/> Yes |
| 2. First Name | Last Name | Smart Serve ID | <input type="checkbox"/> Yes |

## Door Monitor

|               |           |                |                              |
|---------------|-----------|----------------|------------------------------|
| 1. First Name | Last Name | Smart Serve ID | <input type="checkbox"/> Yes |
| 2. First Name | Last Name | Smart Serve ID | <input type="checkbox"/> Yes |

## Conditions of Serving Alcohol Agreement

- I have received, reviewed and accept the 'Conditions of Serving Alcohol' as part of the Rental Agreement.
- I have read and understand the conditions outlined on the back of the City of Mississauga's Facility Rental contract.

- I shall adhere to the conditions of the policy and the Liquor Licence Act and its regulations.
- I understand that if I or other individuals at the event fail to adhere to the policy, the City will take appropriate action. This action may include, cancellation of the event and or notification to local authorities.

- I understand that I can be held liable for injuries and damages arising from failure to adhere to the Liquor Licence Act and its regulations.
- I understand and will adhere to responsible Alcohol Management Practices outlined.

|                             |                              |      |
|-----------------------------|------------------------------|------|
| Contract Holder (signature) | Contract Holder (print name) | Date |
| City Staff (signature)      | City Staff (print name)      | Date |