

## **Municipal Alcohol Policy**

### **FAQ'S**

**1. Q. Where can I obtain a Special Occasion Permit?**

A. Applications for Special Occasion Permits can be issued and processed at your local liquor store or through the Alcohol and Gaming Commission (AGCO). Applications can be downloaded from the AGCO web-site at [www.agco.on.ca](http://www.agco.on.ca). The application must be processed through the LCBO store.

**2. Q. Does the person's name on the Special Occasion Permit need to be the same person who signs the Facility Rental Contract and the City of Mississauga Condition of Serving Alcohol?**

A. The person who signs the Special Occasion Permit must be the same person who signs the Facility Rental Agreement and the City of Mississauga Conditions of Serving Alcohol. If the event is being conducted under the Authority of a Caterer's Endorsement, the person who is named on the Facility Rental Agreement is responsible to sign the City of Mississauga Conditions of Serving Alcohol.

**3. Q. As the person responsible for the event, am I required to provide door monitors and/or security?**

A. Door monitors and/or security will be required for all events. The numbers required will be established by the city based on the number of people who will be attending the event.

**4. Q. I know that all bar servers must be trained servers (i.e. Smart Serve Certified). Are there any other event workers who are required to be trained servers?**

A. In addition to having bar servers as trained servers you will also be required to have at least one of the event workers in each of the following categories as trained servers: Door monitor, ticket seller, floor monitor and floor supervisor.

**5. Q. What forms of identification will be accepted as proof of age?**

A. The following forms of identification are acceptable for proof of age:

- Photo card issued by AGCO
- Photo card issued by LCBO
- Ontario Driver's License with a photo
- Canadian Passport
- Canadian Citizenship card with a photo
- Other government card with a photo stating date of birth

**6. Q. I understand that I am required to submit a "Safe Transportation Plan" for review. What details should I include in the plan?**

A. The Safe Transportation Plan should include a range of options which may include but are not limited to:

- Signs that raise RIDE awareness at the entrance to the event.
- Provision of free non-alcoholic drinks for designated drivers.

- Arranging alternate transportation such as taxi or shuttle bus numbers.
- Arranging to call a friend or a taxi for intoxicated drivers.
- If necessary, call police to apprehend impaired driver.

**7. Q. What type and amount of insurance must I have for the event?**

A. The City of Mississauga requires proof of insurance at least 14 days prior to the event in the amount of \$2,000,000 naming the City of Mississauga as the additional insured on the policy. Insurance can be purchased through the City of Mississauga for those who do not have their own coverage. Contact Customer Service Centre at 905-615-4100, Select 2, and then 3. If you are covered under an existing policy your broker must complete a city of Mississauga insurance certificate template which shall add the City of Mississauga as an additional insured. The template is available on the city's website at [www.mississauga.ca](http://www.mississauga.ca), select resident, insurance and claims, facility rental users and select the applicable facility use. The insurance template can also be faxed to you by contacting the Customer Service Centre at 905-615-44100, select 2, and then 3.

**8. Q. Are the event workers permitted to drink during the event?**

a. In order to ensure a safe event, the person in charge of the event and all event workers must refrain from consuming alcohol during the event.

**9. Q. Why did the City of Mississauga introduce the Municipal Alcohol Policy?**

a. The City of Mississauga has a vested interest in adapting a managed approach to the operation of events, serving alcohol under the provision of Special Occasion Permits issued by the Alcohol Gaming Commission of Ontario (AGCO) for city parks, buildings, public streets and public squares.

**10. Q. How can I obtain my Smart Serve training?**

a. Smart Serve training is offered on a limited basis through the City of Mississauga Community Services Department. Please refer to the "Active Mississauga" brochure for details. Smart Serve training is also offered by the Alcohol Gaming Commission of Ontario (AGCO). Please refer to their website regarding Smart Serve training at [www.smartserve.org](http://www.smartserve.org) for details.

**11. Q. What happens if we do not comply with any of the regulations?**

a. If your event is not in compliance with any of the regulations there is a risk that your event could be cancelled either before or during the event.

**12. Q. Whose responsibility is it to provide identification for the event workers?**

a. It is the responsibility of the person in charge of the event to ensure that all of the event workers have proper identification and that they wear it throughout the entire event.

**13. Q. Who determines the ratios of Smart Serve workers to the number of participants attending the event?**

A. You will be required to meet with facility staff prior to firming and signing your contract with the City. At that time based on the details of your event, staff will advise you of the Smart Served workers required.

Please note that all of the bartenders must be Smart Serve trained, as well as one other event worker in each of the above categories of workers.

**14. Q. Does both the liquor license and smart serve need to be posted behind the bar?**

A. Documents that must be posted during the event:

- Liquor license
- Municipal Alcohol Transportation Plan
- "It's the Law" sign

Conditions of Serving Alcohol Agreement - does not need to be posted but should be with the facility's copy of contract.

Smart Serve ID should be on person and available if requested by City Staff.

**15. Q. Does the contract holder need to be "Smart Served"?**

A. The contract holder does not necessarily need to be Smart Served, but they do need to refrain from consuming alcohol.

The contract holder may be factored into the number of Smart Serve monitors if they are Smart Serve Certified and are prepared to work their event. E.g. as a floor monitor.

If the contract holder is not a part of the approval; they must be in the state of mind to exercise good judgment for any situations that may arise.

**16. Q. Can I use a Catering Company for my function?**

A. Some customers may decide to have their function catered. Caterers with their own premises may go off site and use their liquor license; this is called a "Caterer's Endorsement".

A caterer with a Caterer's Endorsement may use their license for an event.

The catering company may or may not provide Smart Serve staff for certain functions - i.e. Bartenders, Ticket Sellers.

The catering company is required to fulfill all MAP requirements. The customer is still required to sign the "Conditions of Serving Alcohol Agreement", contract, arrange insurance and if not provided through catering company; liquor license.

It is the responsibility of the contract holder to secure a copy of the Caterer's Endorsement and provide it to the Customer Service Centre. On the day of the event the Caterer's Endorsement must be posted and must include the Liquor Liability.

**17. Q. Is the City of Mississauga offering "Smart Serve" courses?**

A. The City of Mississauga is offering Smart Serve courses through Recreation and Parks Program Registration. You may register for this course using the online Connect2Rec system (new users must create an account), or at your local City of Mississauga Community Centre.

**18. Q. Can tentative hold dates be changed?**

A. Tentative hold guidelines:

- A facility may be placed on tentative hold for a maximum of 12 days.
- It is the responsibility of the contract holder to meet with the PMR at the Centre to review and understand their responsibility in holding an event that involves alcohol. This process must be completed during the 12 day tentative hold.
- Within 12 days the contract holder must call the Customer Service Centre to firm and sign the contract.
- City Staff will assign a deadline date for the contract holder to submit Smart Serve Identifications.
- The contract holder has before the deadline date to provide the Smart Serve Identifications.

**19. Q. Does the “Guest Attendance” number need to match on all documentation?**

A. The Guest Attendance number must be the same on the contract, the Conditions of Serving Alcohol, and the Special Occasions Permit.

Please note: these numbers can not exceed the room capacity.

**20. Q. Who can I contact for additional information?**

A. Please contact Supervisor, Customer Service Centre at 905-615-4100 for additional information.