

Town of Marathon  
Policy

# TOWN OF MARATHON



# MUNICIPAL ALCOHOL POLICY

# Town of Marathon Policy

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# Town of Marathon Policy

## THE TOWN OF MARATHON MUNICIPAL ALCOHOL POLICY

### **BACKGROUND**

The Town's Municipal Alcohol Policy (M.A.P.) was developed during 1995-1997 under the Marathon Community Services Department and subsequently adopted by the Council of the Town of Marathon on October 27, 1997. M.A.P. became the guideline for the management of Special Occasion Permit (S.O.P.) events in municipally-owned parks and recreation facilities.

In November 2011, the Town of Marathon began a review of the M.A.P. in order to update it. Following is the revised M.A.P.

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### **GOAL OF THE ALCOHOL MANAGEMENT POLICY**

The Town of Marathon and the Community Services Department wish to manage the use of alcohol in all facilities owned and operated by the Municipality in a manner that ensures the health & safety of all participants and the protection of facilities.

In order to meet the leisure needs of this community and the requirements of the Municipality, a policy for the management of alcohol during events and functions is required. The following pages outline these policy regulations.

### **MUNICIPAL ALCOHOL POLICY OBJECTIVES**

1. To provide appropriate procedures and education to ensure that all Alcohol and Gaming Commission of Ontario legislation pertaining to S.O.P. is properly understood and is strictly adhered to.
2. To provide management procedures and education to protect the participating public, volunteers, the Corporation and its staff from legal liabilities which could result from lack of proper supervision and operation of S.O.P. functions.
3. To encourage and reinforce responsible moderate drinking practices through the development of appropriate operational procedures, controls, training and education.
4. To provide for a balanced use of alcohol through S.O.P.s so that alcohol becomes a responsible part of a social function rather than the reason for the function.
5. To provide a balance of wet and dry facilities and programs so that consumers, abstainers, adults, youth and families will be adequately serviced and protected.

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## **REGULATIONS**

### **1.0 ESTABLISHMENT OF MUNICIPAL ALCOHOL POLICY**

The M.A.P. is established to provide management procedures and guidelines to protect the participating public, volunteers, the Town of Marathon and its staff from risk and legal liabilities which could result from lack of proper supervision and operation of S.O.P. functions.

- Eliminate the number of incidents related to S.O.P. events and promotes the health and safety of participants and staff.

### **2.0 SPECIAL OCCASION PERMIT LICENCED FACILITIES**

#### **2.1 Lakeview Community Hall (Auditorium area only)**

- Lakeview Community Hall is a suitable facility for holding S.O.P. events. It is wheelchair accessible and equipped with a stage, kitchen and washrooms.
- Lakeview Community Hall is a common meeting place for Marathon's social, cultural and recreational activities.

#### **2.2 Arena Floor Surface (when ice surface is covered or removed)**

- This rental space is capable of accommodating large groups and events.
- It should not to be rented for S.O.P. events when the ice surface is present unless covered.
- The arena tiered seating area may used in conjunction with an S.O.P.

#### **2.3 Arena Multi-Purpose Room**

- A bar is already established in the facility.
- No problems in the past.
- Washrooms are available in the facility.

#### **2.4 Marathon Theatre**

- The Marathon Theatre is leased to a private individual but still may be rented by the Town for occasional uses that do not conflict with the operation of the theatre.
- Washroom facilities are available.

#### **2.5 Recreation Complex Parking Lot**

- Street/parking lot dances/functions have been incident free.
- Approved security of area is mandatory.
- Area must be fenced off.
- Street may be closed off with proper notifications.
- Additional washroom facilities (port-a-potties) must be made available.

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### **2.6 Peninsula Club Clubhouse**

- The Peninsula Golf Course Clubhouse is licensed and operated by the Town Of Marathon. During the cross-country ski season, the facility is suitable for an S.O.P. as there is a bar, kitchen and adequate washroom facilities.
- Accessibility issues are present.

### **2.7 Marathon Bowling Lanes**

- The Marathon Bowling Lanes is licensed and leased out to a private operator from September to May. If not leased, the facility would be suitable for an S.O.P. as there is a bar and adequate washroom facilities.
- Accessibility issues are present.

### **2.8 Dyer's Park (Beer Gardens only)**

- S.O.P. area must be fenced-in.
- Portable washrooms must be provided.

### **2.9 Superior Slopes Ski Hill Chalet and Deck**

- CLOSED.

### **2.10 Town Hall**

- S.O.P. area limited to Council Chambers and foyer.
- In the past has been used for receptions, grand opening ceremonies, etc.

### **2.11 Public Library**

- The meeting rooms are suitable for an S.O.P. The Library would have to be consulted prior to any S.O.P.

### **2.12 Penn Lake Park and Campground**

- Approved security of area is mandatory.
- Area must be fenced off.
- Additional washroom facilities (port-a-potties) must be made available.

### **2.13 New Municipal Facilities**

- The Town Of Marathon will review and update the policy, as required.

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## **3.0 FACILITIES/PARKS NOT SUITABLE FOR S.O.P. EVENTS**

### **3.1 Arena Change and Other Rooms**

- Consumption of alcohol is illegal in areas not designated for a S.O.P.

### **3.2 Port Hole Pool and Pool Viewing Room**

- Regulated by the Public Pools Act.

### **3.3 Del Earle Park**

- Designated children's play/family area.

### **3.4 Other Recreation and Areas**

- The Marathon Parks & Recreation Commission will review and update the policy, as required.
- Requests to be reviewed on a case-by-case basis, as set out in this policy.

## **4.0 EVENTS NOT ELIGIBLE FOR SPECIAL OCCASION PERMITS**

### **All Youth Events and All Minor Sports Events, including Banquets that Cater to Youth.**

- These events are intended for young people.
- Non-consumption by participating adults provides a positive example for young people.
- Adults supervise and drive young people to and from these events. Alcohol consumption does not provide a positive example regarding drinking and driving.

## **5.0 YOUTH ADMITTANCE TO ADULT EVENTS**

### **Persons under the legal drinking age will not be permitted to the "dance portion" of adult-oriented events, except in the case of a family occasion such as a wedding or a community festival.**

- Persons under the legal drinking age may be allowed into S.O.P. events if requested as a condition of the S.O.P. as per S. 30 of the Liquor License Act. However, because of the difficulty in controlling under age alcohol consumption at adult-oriented functions, under age persons are excluded from attending.
- Youth and families should be encouraged to participate in special community events such as carnivals and festivals.

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- Youth should not be excluded from private family functions or special community events; however, it is understood that measures will be taken to ensure that under age participants **not** be provided with alcohol.

### **6.0 SIGNS**

The following signs will be prominently displayed at all S.O.P. events:

#### **6.1 Statement of Intoxication**

##### **TOWN OF MARATHON STATEMENT OF INTOXICATION**

The Town of Marathon is pleased to provide recreation facilities for the enjoyment of the community.

It is a provincial offence to sell or supply liquor to someone who is or appears to be intoxicated.

Non-alcoholic beverages and food items are available at this event.

#### **Rationale:**

- Licensees and patrons should be aware of Liquor License Act provisions and their responsibilities.
- This message indicates that a standard has been communicated to the sponsor represented by law and municipal policy and provides authoritative support to servers and monitors having to cut off over indulgent consumers.
- This message is consistent with Regulation 8.0 which offers “a sufficient quantity of low alcohol drinks”.
- This message is consistent with the LCBO S.O.P. application which states that the holder of the S.O.P. and the Premise Owner are jointly “responsible for the safety and sobriety of the people attending the event.”
- This is a positive message, referring to the M.A.P. and will reinforce the perception that the policy is a desirable asset to the community.

#### **6.2 Ride Awareness**

##### **R.I.D.E. PROGRAM**

The Marathon Detachment of the Ontario Provincial Police Reduce Impaired Drivers Everywhere (RIDE) Program thanks you for helping to eliminate impaired driving in Marathon. We look forward to personally thanking you at one of our spot-checks for leaving the event as a sober driver.

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## Rationale:

- This sign informs participants that the O.P.P. regularly conduct roadside sobriety spot-checks. Consequently, drivers are aware of risks should they be considering drinking and then driving.

## 6.3 AREAS WHERE CONSUMPTION OF ALCOHOL IS PROHIBITED

The following statement will appear in each arena change room and the pool viewing room:

The consumption of alcohol in Arena Change Rooms/Pool Viewing Room is illegal and prohibited.

## Rationale:

- The sign informs all individuals and groups using the Arena Change Rooms and serves as a warning for those who may be considering drinking in non-permitted areas.

## 6.4 ACCOUNTABILITY

The following statement will appear near main exits.

- **The sponsor of the event**
- **The address and telephone number of the Town Of Marathon Manager on Call and the Ontario Provincial Police.**

## Rationale:

- Although informed of the date, time and place of S.O.P. events in their area, the Police do not always have time to drop in.
- The Liquor License Inspector is located out of town and may not be readily available to check in on S.O.P. functions.
- This sign informs the participants that there is a procedure for lodging complaints even if enforcement personnel are not present at the event.



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### **7.0 SERVER TRAINING AND SUPERVISION PRACTICES**

In order to be eligible for a facility rental for a S.O.P. function, the sponsor must demonstrate to the satisfaction of the municipality that all of the event supervisors, servers, floor and door monitors that will be serving liquor have attended a server training course and have been trained in responsible server techniques.

#### **Rationale:**

- Reducing the risk of litigation requires the components for policy, procedures, recruitment, training and supervision.
- There is a moral obligation of the Municipality to inform volunteers of the potential risks associated with operating alcohol related events and how to avoid these risks so as to reduce the possibility of being involved in litigation.
- By providing a list of servers and monitors and copies of server training course certificates to the CS & ED Dept. in advance of the event, the department is able to check names against a master list to verify training. Also, this encourages applicants to book the facility well in advance and recruit volunteers later.
- The A.G.C.O continues to work toward having all license holders and servers of alcohol certified with an A.G.C.O approved course in server education. The deadline for this regulation has been extended to an unknown date. This course is already mandatory in stadiums.

### **8.0 PROVIDE FOOD and LOW AND NON-ALCOHOL DRINKS**

In order to be eligible for a facility rental for a S.O.P. event, the sponsor must demonstrate that food and low and non-alcohol drinks will be available. The sponsor must provide a list of food items to be available. In addition, non-alcohol drinks must be offered at no charge or at a price substantially lower than that charged for alcohol drinks.

#### **Rationale:**

- 1½ oz. of spirits = 5 oz. of table wine = a 12 oz. bottle of 5% beer since they contain the same amount of absolute alcohol.
- Low alcohol drinks help prevent intoxication by reducing the amount of absolute alcohol consumed.
- This regulation allows participants to remain at the event longer so that they can socialize, dance, etc., without being intoxicated.
- The Liquor License Act requires that a variety of brands and at least five food items be offered.
- L.L.A. requires that licensed premises have lists available or signs prominently displayed indicating varieties available, non-alcohol beverages for sale and prices.
- The availability of low alcohol drinks reduces the likelihood of impaired driving.
- Food slows down the alcohol consumption and reduces the alcohol blood concentration.

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### 9.0 SAFE TRANSPORTATION

The event sponsor will be required to implement safe transportation strategies including a designated driver\* combined with additional alternative home transportation\*\* options and promotion of the police spot-check\*\*\*. This information is to be posted where drink tickets or alcohol is sold.

\* Designated Driver

- advertise/announce the designated driver program at event;
- provide non-alcohol drinks (such as coffee, pop, juices) at no charge or at a reduced rate to designated drivers;

\*\* Alternative Transportation Options

- post local cab phone numbers and announce alternate transportation options available at event;
- have an event worker drive intoxicated participant home and/or;
- call a friend, relative, or taxi to assist intoxicated driver and/or collect keys upon entry; and/or
- if necessary, call Police, warn or apprehend impaired driver.

\*\*\* Police Spot-Checks

- Post wall and/or table signs and/or print messages on paper serving cups that read:

The Marathon Detachment of the Ontario Provincial Police Reduce Impaired Drivers Everywhere (RIDE) Program thanks you for helping to eliminate impaired driving everywhere in Marathon. We look forward to personally thanking you at one of our spot-checks for leaving this event a Sober Driver.

**Rationale:**

- The greatest risk of liability is the impaired driver leaving an alcohol related event.
- Awareness of Police spot-checks for impaired drivers potentially raises the possibility in the mind of the driver of probable apprehension.
- Messages with a positive tone reinforce responsible behaviour by most drivers and does not deter from the festive atmosphere of the event.
- The Marathon O.P.P. have initiated a roadside spot-check for impaired drivers.

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## 10.0 CONTROLS

### 10.1 S.O.P. Procedures

In order to be eligible to rent a municipal facility for a S.O.P. event, the sponsor must demonstrate to the satisfaction of the CS&ED Manager or his/her designate, that the M.A.P. is understood, that the regulations will be strictly observed, and that sufficient controls are in place which will assist in ensuring compliance to the policy. These controls include:

1. The event sponsor must provide a list of event workers to the CS&ED or his/her designate prior to the event along with each worker's server training registration number or certificate.
2. The event sponsor must obtain a S.O.P. from the A.G.C.O and must provide a copy to the CS&ED Manager or his/her designate at least five (5) days prior to an indoor event. A copy of the S.O.P. must be provided to the CS&ED Manager at least thirty (30) days prior to an outdoor event.
3. The acceptable forms of identification for admission to a S.O.P. event will be lawfully issued documentation including: an Age of Majority Card; Driver's License with photo; Canadian Armed Forces Card; Canadian Passport; Canadian Citizenship Card with Photo; and Canadian Permanent Resident Card with photo.
4. Should an S.O.P. have a designate, both the permit holder and designate must sign the permit. Event workers are prohibited from consuming alcohol before and during their "shift".
5. The event sponsor and Town of Marathon staff must ensure that the physical setting is safe for both drinkers and non-drinkers.
6. The event sponsor and Town of Marathon staff must prevent patrons from engaging in activities that can harm them or others.
7. All exits must be supervised by floor monitors.
8. A floor monitor will be available upon request to ticket sellers who require assistance in managing a person who is refused a sale.
9. All bottles must be retained within the bar area and all drinks must be served in paper/plastic cups provided by the S.O.P. sponsor.
10. At least one municipal representative with authority will be on-call and available to demand correction and/or shut down an event.
11. The event sponsor must abide by the rules of the M.A.P. enforced by the municipal representatives.
12. Marketing practices that encourage increased consumption, such as over-sized drinks, drinking contests, and volume discounts are not permitted.
13. Tickets for non-alcohol beverages must be sold at least 50% less than that of alcohol beverages or given for free.
14. Tickets must be purchased from a designated ticket seller with a maximum of 8 tickets per purchase before 11 p.m. and a maximum of 4 tickets per purchase after 11 p.m. (Buy back policy on tickets to be enforced.)
15. The CS&ED Manager or his/her designate reserves the right to require the presence of the O.P.P. for the duration of the event, the cost of which will be borne by the sponsoring group or individual.

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16. There will be no last call.
17. A free bar event must have trained servers and floor monitors.
18. Whenever possible, the O.P.P. will be notified by the permit holder/responsible person or municipal representative of a potentially risky situation **before** the situation is out of control.
19. In order to reduce the risk of intoxication and the rate of consumption, staff should encourage patrons to consume food, low and non-alcohol beverage.
20. The minimum ratio of event workers assigned to the event will be as follows:

Number of Participants	Bartenders	Floor Monitors	Door Supervisors	Ticket Sellers
Under 100	1 (2 if no ticket sellers)	1	1	1
100 to 225	2	1	1	2
226 to 700	4	2	2	2
700 +	6	5	5	4

21. Tickets must be purchased no later than 12:45 a.m.
22. The bar area will be closed no later than 1:00 a.m.
23. All entertainment must be completed by 1:15 a.m.
24. All tables must be cleared by 1:30 a.m.
25. Facilities must be vacated by 1:45 a.m.

### **Rationale:**

- Although police will be called if a situation is risky, it is the responsibility of the S.O.P. holder to ensure the proper management of an event.
- Properly trained floor supervisors are able to identify potentially troublesome situations and correct the problems before they are out of control.
- If supervisors were compensated for their volunteer work with free alcohol and if an accident were to occur, it would be difficult to demonstrate control if the control agents had been consuming alcohol.
- Controlling the door to prevent under age and intoxicated people from entering an event considerably reduces the likelihood of problems occurring.
- Selling tickets slows down the rate of consumption as people are required to make two stops before getting their drinks. This provides event supervisors with time to look for signs of intoxication and to read the climate of the event.

### **10.2 PENALTIES**

Individuals and/or groups who fail to comply with the M.A.P., L.L.A. and with generally acceptable behaviour are subject to the following:

- A. The Town of Marathon staff may report any infraction to this policy to legal authorities whenever they believe such action is required.

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- B. Any infraction of the M.A.P. will be reviewed by the Town Of Marathon. A registered letter describing the problem will be sent to the permit holder/responsible person who may be refused future rental privileges. Copies of registered letters will also be sent to the O.P.P.
- C. Future rental and fundraising privileges of penalized individuals or groups will depend on demonstrating to the CS&ED Manager and the Municipality that rules will be followed at future functions.

Depending on the severity of the M.A.P. infraction, the following actions may be enforced:

- The group/team's rental privileges will be suspended a period of time;
- The individual will be automatically suspended from the facility and/or all functions associated with that facility for a period of time.

### **11.0            INSURANCE**

Those sponsoring and S.O.P. event in a municipally owned facility will be required to purchase liability insurance for the event from the Town's insurance broker or another broker of their choice and such insurance shall provide a minimum of two million dollars (\$2,000,000) in liability coverage.

#### **Rationale:**

- By insisting on insurance, potentially risky groups may be discouraged from sponsoring events since they may be unable to obtain insurance.
- Case law suggests that juries and judges are sympathetic towards the injured plaintiff.
- S.O.P. holders, hall owners, club executives and volunteers could all be named in a lawsuit.
- Municipalities can be held jointly liable and could end up paying the predominant share of an award to a plaintiff should the sponsor be uninsured.
- Many volunteers at server training events and the user groups are unaware of their liability in cases where alcohol has been consumed at an S.O.P. function.
- Some individuals are unsure of their individual insurance coverage and/or their group's coverage.

### **12.0    COMMERCIAL LIQUOR LICENCES**

The Town of Marathon should encourage existing licensed establishments and liquor license applicants to develop operating policies through a process similar to that of the M.A.P. and provide server training (Smart Serve) to staff.

# **Town of Marathon Policy**

## **Rationale:**

- The A.G.C.O customarily requests that the Town express its position when a private entrepreneur applies for a liquor license.
- The Town of Marathon has taken an important step in preventing alcohol problems at municipal events and in municipal facilities and is now requesting that private establishments do the same.
- This regulation is consistent with the A.G.C.O.'s long-term intent requesting that all servers of alcohol in Ontario bars and taverns complete an approved course of instruction on responsible serving practices, such as Smart Serve.

## **13.0 ALCOHOL ADVERTISING**

Permanent advertising and posters which promote the use of alcohol are prohibited in all municipal facilities.

## **Rationale:**

- Alcohol advertising is designed to encourage and promote the consumption of alcohol. Since it is illegal for people under the age of 19 to consume these products, it is preferable not to use alcohol advertising in areas frequented by young people.
- Promotion of alcohol products is inconsistent with the municipality's desire to provide a positive example to under age participants who use recreational facilities.

## **14.0 PROMOTING THE POLICY**

The CS&ED Department should make continuous efforts to orient all community user groups to the policy requirements and promote the policy to the community at large.

## **Rationale:**

- Without a publicity campaign, the M.A.P. will have little impact.
- Most people are law-abiding citizens and will comply with rules if adequately informed.
- Public reaction to municipal alcohol management campaigns has been very positive in other communities.
- Publicizing the policy helps to affect public behaviour and compliance to the policy.

## **15.0 POLICY MONITORING AND REVISIONS**

The M.A.P. should be reviewed by the Town Of Marathon based on information provided by the CS&ED Manager and other invited sources and reported to Council with suggested policy changes.

## **Rationale:**

## **Town of Marathon Policy**

- Permits policy to be changed to meet changing laws and legislation, community needs, new facilities and program demands.
- As the policy is implemented, procedures requiring adjustments for improvement can be suggested.

### **16.0 ORIENTATION TO POLICY**

The M.A.P. should be reviewed by the CS&ED Manager or volunteers and newly elected municipal officials.

#### **Rationale:**

- Encourages familiarity with the policy and its promotion and enforcement of strategies.

**Town of Marathon**  
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**TOWN OF MARATHON**  
**MUNICIPAL ALCOHOL POLICY**

**APPENDIX "A"**

**GUIDELINES FOR SPECIAL OCCASION PERMIT HOLDERS**

As the permit holder/person responsible for a Special Occasions Permit, you and your group can be held liable for injuries and damages arising from failure to adhere to the Liquor Licence Act of Ontario. These infractions include serving someone to intoxication, serving someone who is already intoxicated, serving minors, and failing to prevent impaired individuals from driving. In order to reduce your risk of liability, the following guidelines should be adopted:

1. The event sponsor must provide a list of event workers to the CS&ED or his/her designate prior to the event along with each worker's server training registration number or copy of certificate.
2. The event sponsor must obtain a S.O.P. from the A.G.C.O and must provide a copy to the CS&ED Manager or his/her designate at least five (5) days prior to an indoor event. A copy of the S.O.P. must be provided to the CS&ED Manager at least thirty (30) days prior to an outdoor event.
3. The only acceptable form of identification for admission to a S.O.P. event will be lawfully issued documentation such as an Age of Majority Card or Driver's License with photo.
4. Should an S.O.P. have a designate, both the permit holder and designate must sign the permit. Event workers are prohibited from consuming alcohol before and during their "shift".
5. The event sponsor and Town of Marathon must ensure that the physical setting is safe for all participants.
6. The event sponsor and Town of Marathon staff must prevent patrons from engaging in activities that can harm themselves or others.
7. All exits must be supervised by the floor monitors.
8. A floor monitor will be available upon request to ticket sellers who require assistance in managing a person who is refused a sale.
9. All bottles must be retained within the bar area and all drinks must be served in paper/plastic cups provided by the S.O.P. sponsor.
10. At least one municipal representative with authority will be on-call and available to demand correction and/or shut down an event.
11. The event sponsor must abide by the rules of the M.A.P. enforced by the municipal representatives.
12. Marketing practices that encourage increased consumption, such as over-sized drinks, drinking contests, and volume discounts are not permitted.
13. Tickets for non-alcohol beverages must be sold at least 50% less than that of alcohol beverages or given for free.
14. Tickets must be purchased from a designated ticket seller with a maximum of 8 tickets per purchase before 11 p.m. and a maximum of 4 tickets per purchase after 11 p.m. (Buy back policy on tickets to be posted.)



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15. The CS & ED Manager or his/her designate reserves the right to require the presence of the O.P.P. for the duration of the event, the cost of which will be borne by the sponsoring group or individual.
16. There will be no last call.
17. A free bar event must have trained servers and floor monitors.
18. Whenever possible, the O.P.P. will be notified by the permit holder/responsible person or municipal representative of a potentially risky situation **before** the situation is out of control.
19. In order to reduce the risk of intoxication and the rate of consumption, staff should encourage patrons to consume food, low and non-alcohol beverage.
20. The minimum ratio of event workers assigned to the event will be as follows:

### MUNICIPALLY-OWNED FACILITIES

Number of Participants	Bartenders	Floor Monitors	Door Supervisors	Ticket Sellers
Under 100	1 (2 if no ticket sellers)	1	1	1
100 to 225	2	1	1	2
226 to 700	4	2	2	2
700 +	6	5	5	4

21. Tickets must be purchased no later than 12:45 a.m.
22. The bar area will be closed no later than 1:00 a.m.
23. All entertainment must be completed by 1:15 a.m.
24. All tables must be cleared by 1:30 a.m.
25. Facilities must be vacated by 1:45 a.m.

## TOWN OF MARATHON MUNICIPAL ALCOHOL POLICY

### APPENDIX "B"

**Town of Marathon  
Policy**

**AGREEMENT FORM FOR SPECIAL  
OCCASION PERMIT HOLDER**

1. I have received a copy of the Town of Marathon's Guidelines for Special Occasion Permit Holders.
2. I understand that I must adhere to the conditions of the Municipal Alcohol Policy and the Liquor License Act of Ontario.
3. I understand that if I or other individuals at the event fail to adhere to the Municipal Alcohol Policy, Town of Marathon staff will take the appropriate action. This action may include eviction, revoking of the Special Occasion Permit and notification to local authorities.
4. I understand I can be held liable for injuries and damages arising from failure to adhere to the Liquor License Act of Ontario.
5. The authorities will be called for any breach of the Liquor License Act of Ontario.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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MUNICIPAL ALCOHOL POLICY**

**APPENDIX "C"**

**RENTAL QUESTIONNAIRE**

## Town of Marathon Policy

1. Name of Organization: \_\_\_\_\_

2. Name of Event: \_\_\_\_\_

3. Organization executive members having knowledge of or authorizing this event:

\_\_\_\_\_

4. Will alcoholic beverages be available and/or sold? Yes\_\_\_ No\_\_\_

5. Name of Permit Holder/Person Responsible: \_\_\_\_\_

6. Will minors be admitted to event: Yes\_\_\_ No\_\_\_

7. Municipal Facility(s) being Used for the Event: \_\_\_\_\_

\_\_\_\_\_

8. Dates and Times of Event: \_\_\_\_\_

9. Expected Attendance: \_\_\_\_\_

10. Transportation Strategies (e.g., taxi, courtesy van, designated drivers, etc): \_\_\_\_\_

\_\_\_\_\_

11. Description of security measures to be taken: \_\_\_\_\_

\_\_\_\_\_

12. Types of non-alcohol beverages to be available: \_\_\_\_\_

\_\_\_\_\_

13. Description of food to be available: \_\_\_\_\_

\_\_\_\_\_

14. Does your organization have alcohol related liability insurance: Yes\_\_\_ No\_\_\_

15. Have you entered into a Town Rental Agreement? Yes\_\_\_ No\_\_\_

16. Have you provided Smart Serve Certificates? Yes\_\_\_ No\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Approved By