

Checklist For Facility Rental with Liquor Service

Municipal Alcohol Policy

1. Food is being served.
2. Someone at entrance points checking ID.
3. System in place to identify underage patrons (ie. coloured bracelet)
4. Confirmation that there will be no alcohol drinking games or alcohol as a prize.
5. Unused bar tickets will be reimbursed.

Permit Holder has demonstrated that they understand municipal alcohol policy by signing a Rental Agreement.

Rental Agreement includes:

1. Indemnification clause where Renter agrees to indemnify and hold harmless the Municipality,
2. Renter agrees to carry liability insurance including liquor liability insurance with Municipality named as additional insured

Permit holder will attend event.

Permit Holder has provided proof of liability insurance including liquor liability insurance with Municipality as additional insured.

Special Occasion Permit has been produced at least five days before event and posted at event.

Permit Holder has provided list of Smart Serve certified event workers including certification numbers.

Required signs have been posted.

Designated Driver or safe transportation options in place with signs posted.

Permit holder has given receipt for minimum percentage and low-alcohol beverages.

Police officer attendance requirement has been fulfilled.

At least one municipal representative will be in attendance.

Ratio of event workers to participants adhered to. Event workers to wear highly visible identification and not to consume alcohol until responsibilities have ended for the night.

Floor supervisors have been designated to monitor activity area and exits and be available to ticket sellers.

At least two Smart Serve trained people have been designated to sell tickets (maximum 4 tickets per purchase per person).

Premises have been inspected to ensure physical setting is safe for drinkers and non-drinkers.

While the Frank Cowan Company does its best to provide useful general information and guidance on matters of interest to its clients, statutes, regulations and the common law continually change and evolve, vary from jurisdiction to jurisdiction, and are subject to differing interpretations and opinions. The information provided by the Frank Cowan Company is not intended to replace legal or other professional advice or services. The information provided by the Frank Cowan Company herein is provided "as is" and without any warranty, either express or implied, as to its fitness, quality, accuracy, applicability or timeliness. Before taking any action, consult an appropriate professional and satisfy yourself about the fitness, accuracy, applicability or timeliness of any information or opinions contained herein. The Frank Cowan Company assumes no liability whatsoever for any errors or omissions associated with the information provided herein and furthermore assumes no liability for any decision or action taken in reliance on the information contained in these materials or for any damages, losses, costs or expenses in a way connected to it.