

# 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.

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