



Howick Community Centre Liquor License Policy and Procedure

Policy:

The purpose of this policy is to implement a standard set of rules and guidelines for the use of the permanent liquor license at the Howick Community Centre. The goal of this policy is to reduce risk, prevent accidents and to have a standard set of guidelines to use among all staff and volunteers during events where the Howick Community Centre's permanent liquor license is being used.

Procedure:

Facilities using the Liquor License:

Howick Community Centre – 45088 Harriston Road, Gorrie, ON, N0G 1X0

Phone – 519-335-3883

Capacities: Arena Floor – 1,000

Auditorium – 250

Arena Changerooms #1, 2, 3, 4 – 45

Arena Changerooms #5, 6 – 18

Refs Room #1 – 19

Refs Room #2 – 7

Facility and Renters Responsibilities:

For all events operated under the Howick Community Centre liquor license. Howick will supply and be responsible for the following:

- Liquor license
- Beer & alcohol
- Drink tickets
- Pop, mix, ice, cups
- Wine glasses (plastic)
- Cash float for ticket sales
- Bartenders (Smart Serve Certified)
- Ticket Sellers (Smart Serve Certified)
- Bar supervision
- Deposit of cash for safe keeping
- Payment of applicable net revenue share to the renter (not that night)
- Return of all unused beer, liquor, pop, etc

- All signage required for all events as determined by the Municipal Alcohol Policy and AGCO regulations

Rental Groups and Individuals Will Be Responsible For:

- Provide or arrange for sufficient amounts of food for the event
- Payment for security if security is required
- Payment of all facility rental fees
- To be aware of and follow the rules of the Municipal Alcohol Policy and its contents
- To fill out and return the standard Facility Rental Agreement to Howick Community Centre staff at least two weeks prior to the event

Net Revenue Share:

The Howick Community Centre offers a “Net Revenue Share” opportunity for events where alcohol is served at the Howick Community Centre. The following rules apply to all net revenues share events.

- A total of 50% of the net revenue (after expenses and HST) will be issued to the rental group
- Net revenue share will only apply to events using Howick drink prices as a minimum standard drink price as established by the AGCO (\$4.00 per drink)
- Rental groups may choose to sell drinks for less or have a free bar for their guests with no net revenue share. The rental group will be invoiced for all drinks served at the base price level which shall not be more than the minimum standard drink price as established by the AGCO (\$3.00 per drink)
- If the gross bar receipts are less than \$250.00 there will be no net revenue share issued
- Service Clubs and other select volunteer groups in the Township of Howick can apply to Council to request to provide their own bar staff for specific events. Upon Council approval of their own bar staff the Township of Howick will pay back to the Service Club or volunteer group a donation of \$10.00 per hour, per staff member with a maximum of three volunteers to be used by any Club at any time. If approved to use your own bar staff, the Recreation Facility Manager must be provided with a schedule of staff to be used for the event, along with all Smart Serve qualifications at least two weeks prior to the event. If a schedule is not received by the Recreation Facility Manager, the Manager will be authorized to cancel the Service Clubs request to staff the bar themselves and can go ahead and staff the bar with Howick Community Centre staff.

Security:

The Recreation Facility Manager will be responsible for ensuring adequate security is provided in the form of licensed security guards or paid off duty police officers at the renter's expense for the following situations:

- All functions on the arena floor regardless of the number of attendees. The licensee may request from the Township of Howick Council an approval to waive the security requirement with exception of Buck and Doe. This request must be made at least two weeks prior to the date that the event is scheduled to take place
- Licensed security will be required in the auditorium for all Buck and Doe type events. For any events other than Buck and Doe, the security requirement will be up to the discretion of the Recreation Facility Manager. If security requirements are waived by the Recreation Facilities Manager, the group booking the event will be required to provide two people who will be assigned to work security for the duration of the event
- The renter is responsible for all costs relating to the hiring of licensed security or off duty police officers
- Please refer to the Municipal Alcohol Policy for the number of licensed security personnel required in regards to the number of expected attendees at the event

Servers and Bartenders:

All events will be staffed by the Howick Community Centre. The Howick Community Centre will provide all Smart Serve trained bartenders and ticket sellers as required for the event according to the Municipal Alcohol Policy. Service Clubs and volunteer groups may apply to Township Council to be able to use their own bar staff. Requests to Council must be made at least two weeks in advance and the Recreation Facility Manager must be provided with a list of all Smart Serve approved bar staff at least two weeks prior to the event.

General Rules and Guidelines for Events:

- All types of shooters are prohibited
- No unlicensed alcohol is allowed on the Howick Community Centre premises
- Non alcoholic drinks will be made available to event guests
- Double size drinks must be poured into a large cup
- Bar closes at 1 am sharp
- Bar ticket sales must stop 15 minutes before the bar closes
- No last call will be called
- No more than 2 drinks will be served to one person at any given time before 12 midnight
- No more than 2 drinks per person will be served to an individual during the last hour of bar operation
- All signs of alcohol must be cleared from the tables and event premises within 45 minutes of the bar closing
- All incidents or problems will be recorded into a log book

Howick Community Centre Staff Responsibilities:

All bartenders, security personnel, ticket sellers, event organizers and licensee staff are responsible for:

- Checking I.D. of anyone thought to be under 25 years of age
- Reporting people suspected to be under the age of 19 to Howick Community Centre staff or hired security personnel
- Patrolling the event regularly to ensure over consumption of alcohol doesn't occur
- Consumption of alcohol before, during or after the event is strictly prohibited. Failure to comply with this rule could lead to termination of employment with the Township of Howick
- Ensuring no illegal activities are occurring, including drug use, smoking, or consumption of personal alcohol

Job Specific Responsibilities:

Door Personnel (Paid security, volunteers, Howick Community Centre staff):

- Keep an accurate count of the number of people entering the event
- Refer anyone suspected of providing fake I.D. to security, or Howick Community Centre staff
- Prevent alcohol from entering unlicensed areas
- Refuse admittance to anyone who appears to be intoxicated

Licensed Security, Designated Security, Howick Community Centre staff:

- Vigilantly check I.D. of people entering the event that are suspected to be under 25
- Quiz people on various areas of the I.D. provided
- Follow proper procedures for people who provide fake I.D.
- Follow proper procedures for unruly patrons
- Refuse admittance to anyone who appears to be intoxicated
- Check for outside alcohol being brought into the facility
- Consult with other personnel at the event regularly to ensure everything is running smoothly
- Regularly monitor all exits, bar area, washrooms, dance floor, seating area and parking lot
- Prevent alcohol from entering unlicensed areas

Ticket Sellers:

- Sell no more than 5 bar tickets to one person at any given time before 12 midnight

- Reduce ticket sales to a maximum of 2 bar tickets per person starting at 12 midnight
- Stop all ticket sales at 12:45 am
- Do not sell bar tickets to anyone suspected of being intoxicated or under the age of 19

Bartenders:

- Monitor the entire floor area every ½ hour to clear empty cups off of tables. This is an excellent opportunity to keep an eye on event attendees to ensure over consumption does not occur
- Serve no more than 5 drinks to any one person at any one time
- Refuse service of alcohol to any person who appears to be intoxicated
- Report anyone who appears to be intoxicated to security or Howick Community Centre staff
- Keep people moving through the bar area, do not allow people to congregate in front of the bar
- Close bar at 1 am sharp
- Remove all signs of alcohol service from tables and event area within 45 minutes of the event ending (by 1:45 am)

Bring Your Own Wine Designation:

- The Bring Your Own Wine designation applies to the Howick Community Centre Auditorium only. Bring your own Wine will not be allowed in other areas of the facility.
- All wine brought into the facility must be commercially made and purchased at the LCBO, the bottle must be new and the manufacturer's seal must be intact
- No ferment-on-premise, fortified wine or homemade wine will be allowed
- Patrons may take leftover wine with them after the event, but only if the cork is inserted back into the bottle flush with the top of the bottle
- Corkage fees will be based on drink prices that were set for the event. For example, if drink prices are \$3.00 for the event, corkage for one bottle of wine will be the same as the drink prices for the event
- Bring your own wine will only be available during dinner service as per the times set out by the group holding the event. One hour before dinner and one hour after dinner will be eligible to have BYOW available. For example, if dinner is set for 6 pm, BYOW can be made available from 5 – 7 pm
- Only two bottles of wine will be allowed on all tables at any given time
- All bring your own wine must be opened by Howick Community Centre staff and delivered to the tables. No table service will be allowed

✓ These responsibilities are to be reviewed with all event personnel prior to their shift.

✓ A copy of this procedure is to be provided to all security, volunteers, and staff prior to the beginning of their shift.

Definition of a Drink:

A standard drink consists of one of the following:

1 oz of liquor

341 ml bottle of beer

5 oz glass of wine

This section is to be included in the Township of Howick Fees and Charges By-law.

Pricing Structure:

Regular Price \$4.00 with revenue share

Base Price \$3.00 no revenue share

Dressing Room \$3.00 no revenue share