



**THE CORPORATION OF THE TOWNSHIP OF MCGARRY  
BY-LAW NO. 2025-07**

**BEING A BY-LAW TO ADOPT A MUNICIPAL ALCOHOL POLICY FOR THE  
TOWNSHIP OF MCGARRY**

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**WHEREAS** Section 5 of the Municipal Act, 2001, as amended, (the Act) authorizes Council to exercise its powers under the Act by by-law unless the municipality is specifically authorized to do otherwise;

**AND WHEREAS** Sections 10 and 11 of the Act authorizes municipalities to pass by-laws respecting the health, safety and well-being of persons;

**AND WHEREAS** the Recreation Committee has recommended a revised Municipal Alcohol Policy;

**AND WHEREAS** the Council of the Corporation of the Township of McGarry deems it appropriate to approve an updated Municipal Alcohol Policy in an effort to protect the citizens and the Municipality from adverse situations that may occur due to the improper use of alcohol.

**NOW THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF MCGARRY:**

1. THAT the Municipal Alcohol Policy attached to and forming part of this by-law be approved.
2. THAT this by-law shall come into full force and effect upon its final passing.
3. THAT this By-Law may be cited "Municipal Alcohol Policy".
4. THAT By-Law 93-8, 2017-30 and or any previous by-laws inconsistent with the content of this by-law and policy are hereby repealed.

READ a first and second time this 11<sup>th</sup> day of March 2025.

READ a third time and finally passed this 11<sup>th</sup> day of March 2025.

  
MAYOR

  
CLERK-TREASURER



# **THE CORPORATION OF THE TOWNSHIP OF MCGARRY**

## **MUNICIPAL ALCOHOL POLICY**

### **PURPOSE OF THE ALCOHOL POLICY**

The Municipal Alcohol Policy consists of a range of measures designated to prevent Alcohol related problems and to increase the enjoyment of those who use Municipal facilities. By reducing the potential for alcohol related problems, the Township of McGarry reduces the risk of injury and death and reduces the level of liability it may be exposed to while increasing the general user's enjoyment of the facilities.

### **POLICY OBJECTIVES**

To provide operational procedures for those holding events in municipal owned facilities where alcohol use is permitted.

To comply with the Liquor License Act of Ontario.

To ensure events where alcohol use is permitted are properly supervised and operated.

To support the decision of abstainers not to drink alcohol.

To encourage and support the responsible use of alcohol as part of a social function rather than the reason for it.

To provide a balance of "wet" and "dry" facilities and events to ensure that all community members have access to safe and enjoyable recreation activities.

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

The Township of McGarry believes in a positive recreational experience for its youth and as such recommends that all events geared to youth should not have alcohol available or associated with.

## **MANAGEMENT PRACTICES: TO A LICENSED ACTIVITY**

### **Event Sponsor / Permit Holder Responsibilities**

The event sponsor must get the appropriate Special Occasion Permit from the Alcohol and Gaming Commission of Ontario (AGCO) and must show proof of this to the municipal representative at least seven (7) days before the event. The Permit holder must also provide proof of liability insurance \$5,000,000.00 dollars and in other situations, cover a greater dollar amount of liability as determined by the facility manager and the nature and size of the event. (**See under heading Insurance and Indemnification**).

The permit holder must show a municipal representative that they understand the policy and their obligations, and they intend to comply with its regulations by signing the rental agreement and the rental questionnaire. Failure to do so will result in the application being denied, even if a Special Occasion Permit has been obtain from AGCO.

A Permit Holder can designate someone to attend the SOP event in his/her place, but both the Permit Holder and the designate must sign the permit. Either the Permit Holder or his/her designate must attend the event and be responsible for making decisions about the operation of the event based on the Municipal Alcohol Policy and Liquor License Act of Ontario.

The Permit Holder must assign a person(s) 19 years of age or older with an up-to-date Smart Serve to clear tables of glasses, cups, bottle etc... throughout the entire event.

The Permit Holder must provide a list of trained workers at least 2 days prior to the event to the Clerk- Treasurer or his/her designate and the Clerk- Treasurer reserves the right to determine who can serve as a server, or a floor and door monitor based on their experience and qualifications.

### **Server Training**

Under the Liquor License Act of Ontario, all Bartenders, Floor Monitors, Door Monitors and Ticket Sellers are mandatory to have completed a server training course (Smart Serve) approved by the Alcohol and Gaming Commission of Ontario (AGCO). All staff need to carry their certification card while they are working. An AGCO Inspector or a Police Officer may ask to see any staff member's certification card (Smart Serve).

**RATIO OF EVENT WORKERS**

The ratio of event workers required by the event sponsor, as stated in the Municipal Alcohol Policy for all eligible municipal facilities will be as follow:

# of Guest	Bartenders	Floor Monitor	Door Monitor	Ticket Seller
Up to 50	1	1	1	1
51 to 99	2	1	1	1
100 to 199	2	2	2	2
200 to 299	2	3	3	2
300 to 399	3	3	3	2

You must have a minimum of one floor monitor, one door monitor and one ticket seller with a valid Smart Serve Card issued by AGCO.

**PROOF OF AGE**

The only acceptable form of Photo Identification for admission to an event will be:

- AGCO BYID (bring your identification card)
- A Valid Ontario Driver’s License
- A Valid Canadian Passport
- A Canadian Citizenship card
- A Valid Canadian Armed Forces ID card
- A Secure Indian Status card
- The new Ontario Photo ID card
- A Permanent Resident card

Persons under the legal drinking age shall not be admitted to social events where alcohol is sold or served except in the case of a family occasion, such as a birthday, wedding, funeral or anniversary.

**EVENT MANAGEMENT PRACTICES**

As the contact person for a Special Occasion Permit, you and your group will be held liable for injuries and damages arising from failure to adhere to the Municipal Alcohol Policy and the Liquor License 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.

*At least one municipal representative with authority to demand correction of policy infractions or to shut down an event on behalf of the municipality may attend all events where alcohol is provided.*

Floor monitors must be 19 years of age or older and are responsible for the supervision of all entrances/exits, bathrooms, floor area and parking lot and be available to the ticket sellers if they need help to manage a person who is refused a sale.

The Clerk-Treasurer or his/her designate, reserves the right to use discretion depending on the nature and size of the event, to request the presence of two (2) Police Officers or Licensed Security Personnel, paid by the sponsoring group or individual (permit Holder).

Patrons must purchase drink tickets from a designated ticket seller to a maximum of four (4) tickets. The maximum number of drinks purchased by one person per visit to the bar will be two (2) but can only consume one (1) alcohol drink at a time. If two (2) drinks are purchased, the second alcohol drink must be given to another individual to consume as long as that person is not already consuming an alcohol drink. If any patron has been cut off from consuming more alcohol and another individual provides that person with more alcohol, the permit holder will have both parties leave the premises.

The permit holder is responsible for the event and therefore must not drink alcohol before or while the event is in progress.

The permit holder and event staff must intervene if patrons begin to engage in risky or inappropriate activities that could harm themselves or other.

The permit holder, event staff or municipal representative, Recreation Committee member must notify the police if they observe signs that a situation is getting out of control.

All event workers must be sober and drink no alcohol before or while the event is in progress. Workers may only drink alcohol if they have completed their shift and their work responsibilities have ended for the entire event.

The event staff must check the identification of all participants at masquerade events.

Alcohol shall not be served after 2:00 a.m. or the closing time specified on the SOP. On New Years Eve these times may be extended by one (1) hour. There must be no “**LAST CALL**”. **all entertainment must be completed at the time of bar closing.** All evidence of alcohol consumption must be cleared 45 minutes after the time of the bar closing (**Liquor License Act of Ontario** ) and the facilities vacated one (1) hour from the time of the bar closing.

## **DRINKING AND DRIVING**

The Township of McGarry supports the “No Drinking & Driving” philosophy. The permit holder will be responsible for promoting safe transportation options for all the drinking participants and ensure that details on these options are made available to event patrons (i.e. signs, announcements) Examples of safe transportation options are:

- A designated driver selected from non-drinking participants
- Provision of a bus or shuttle to and from the event

- A designated driver provided by the sponsoring group
- A taxi paid either by the facility renter or the participant

## **ACCOUNTABILITY**

An authorized representative of the Township of McGarry, the Police Department or an inspector from the Liquor Board of Ontario has the right to attend any and all public events held in the Township of McGarry owned property to protect the best interests of the Corporation. They will have complete authority to close any event not complying with the Liquor License Act of Ontario or the Corporation of the Township of McGarry Policy. The cost of this person will be borne by the event organizer (s) at the sole discretion of the Township of McGarry.

## **INSURANCE AND INDEMNIFICATION**

All events/activities on municipal property which will involve the consumption of alcohol will be required to obtain a Special Occasion Permit issued by the Alcohol and Gaming Commission of Ontario (AGCO) and ensure that all conditions associated with the issuance of that permit are met throughout the term of that activity. In addition, the facility renter/event organizer must produce proof at least 7 days prior to the event that the following forms of coverage have been bound for the full term of the activities:

- Public liability and property damage insurance with an insurer satisfactory to the Township of McGarry in an amount not less than five million dollars (\$5,000,000.00) this insurance endorsement shall also state that coverage will respond to all claims relating to the AGCO Licensed activities held on the premises and shall not exclude participants.
- The Permit Holder/Sponsor and the participants of the event shall remiss, release, and forever discharge the Corporation of the Township of McGarry, its Elected Officials, Public Officials and Employees from all manners of actions causes of actions, suits, debts, contracts, claims and demands whatsoever which he/she/it may know or have or which heirs, executors, administrators or assigns or any of them, hereafter, can, shall or may have, for or by reason of any cause, matter or thing whatsoever which may be occasioned by the rental of the municipal facility or area and in consideration of the issue of a Special Occasion Permit, shall agree to save harmless and keep indemnified the Township of McGarry, its Elected Officials, Public Officials, Employees and their families, from and against all claims and demands in respects of the use of the rented premises and in respect of the Special Occasion Permit and from and against all losses, damages, costs, charges and expenses which the Township of McGarry may sustain or incur in consequence of having rented municipal facilities or areas to the Special Occasion Permit Holder.

## **PROVIDING FOOD AND NON-ALCOHOL DRINKS**

- Foods must be provided during the time specified by the Special Occasion Permit.
- Chips, peanuts and other snacks alone do not qualify as they and other salty snacks tend to increase the thirst of patrons without providing the buffer of more substantial food in slowing the metabolism of alcohol. At the very least, food consists of pizza, sandwiches, cheese and vegetable with dip etc.
- Event workers are to encourage patrons to consume food, non-alcohol and low alcohol beverages.
- No-alcohol drinks must be available at no charge or cost much lower than that of drinks containing alcohol.
- Where wine is provided with a meal. A no-alcohol substitute, such as ginger ale or sparkling fruit juice, must be provided to ensure that children and abstainers are included in toasting to celebrates.
- Unused tickets will be redeemed for cash on demand until closing time of 2:00 a.m., up to a maximum of four (4) tickets per person.
- Keep all bottles within the bar area, serve all drinks in disposable paper cups or plastic containers.
- No extra-strength drinks. Beer, coolers and mixed drinks are not to exceed 5% alcohol content (standard drink measure).
- No excessive drinking activities (i.e. oversize drinks, double shots, pitchers of beer. Drinking contest, volume buying or volume discounts).
- In all municipal facilities where children and youth are allowed entry, advertising and posters that promote alcohol products or brand names are prohibited.

## **ENFORCEMENT PROCEDURES AND PENALTIES**

Permit Holders and rental groups who fail to comply with the Township of McGarry Municipal Alcohol Policy and Liquor License Act of Ontario shall be subject to the following consequences:

### **Immediate Procedures:**

- The event workers must report any infractions of this policy to the designated Municipal Staff as soon as possible within the next business day of the occurrence, or the start of the next working day, and complete an incident report form.
  - The event staff must report any infraction of this policy to the Police whenever they believe such action is needed.
  - When the permit holder, despite request, does not correct MAP (Municipal Alcohol Policy) infractions, the Designated municipal representative must close down the event.
  - When participants are found to be drinking alcohol in restricted areas (areas not licensed) the Permit Holder or floor monitor will intervene and request that the illegal use cease. If the drinking continues, Police must be called.
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### **Short-term Procedures**

- The Clerk-Treasurer and/or his/her Designate of the Township of McGarry will review the infractions.
- The designated municipal representative will send a registered letter describing the problem to the Permit Holder/Rental Group, informing the group that their rental privileges for the next scheduled rental or event (alcohol or no alcohol) will be revoked.
- Future rental privileges to penalized permit holders/rental group will depend on their convincing the municipal staff and/or Council's designate that they will follow all policy regulations at future functions.

### **Long-term Penalties**

- When a permit holder contravenes the MAP (Municipal Alcohol Policy) a second time following a warning, the Permit Holder and sponsoring group will not be allowed to rent municipal owned facilities for a minimum period of one year.
- Should a Permit Holder, Team or group contravenes the municipality's MAP (Municipal Alcohol Policy) a second time, they will be permanently barred from renting municipal owned facilities unless the decision is overturned through appeal to Council.
- Event workers who contravene the MAP (Municipal Alcohol Policy) for a second time will be removed from the server-trained worker list for a period of one year and will have to get further server training.
- Should an event worker contravene the MAP (Municipal Alcohol Policy) a third time, she or he will be permanently barred from working at events held in the Township of McGarry.

Penalties concerning use of facilities may be appealed to the Clerk-Treasurer.

### **SIGNS**

The following sign shall be prominently and permanently displayed in designated facilities, in sizes suitable to the facilities and space to be used.

#### **Statement on intoxication**

The following statement will appear on a wall sign placed in the bar areas and at the entrance  
“The Township of McGarry strives to provide recreation facilities for all members of the community to enjoy. We honor the rights of everyone, including those who choose to abstain, and welcome their participants in our social events.”

“Servers are required by law not to serve anyone who is or appears to be intoxicated or to serve anyone to the point of intoxication.”

“Low-alcohol beverages, coffee, soft drinks, and food items are available.”

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**POINT THE PERMIT AND LEVY RECEIPT**

The permit and levy receipts must be posted in a conspicuous place and must be available for AGCO Inspectors and Police.

**No “Last Call”**

A sign will be located at the entrance to the halls in facilities designated as eligible licensed alcohol events that there will be no last call before the closing of the bar.

**Alcohol Ticket Sales**

A sign must be posted on the alcohol ticket sales table outlining the regulations. No more than four (4) tickets per person may be sold at a time. The maximum total of drinks purchased by one person per visit to the bar is two (2).

**Proof of Age**

Signs must be posted near entrances and in bar areas designated as eligible for alcohol use which read: You must be 19 years of age or older to purchase or consume alcohol. The only acceptable proof of age is government-issued photo identification. SEE SECTION PROOF OF AGE

**Fetal Alcohol Syndrome**

The following sign is to be displayed in all areas where alcohol is served in order to inform participants about the risks of fetal alcohol syndrome. “Warning: Drinking alcohol during pregnancy can cause birth defects and brain damage to your baby.”



## RENTAL QUESTIONNAIRE

1. *Name of organization or Renter:* \_\_\_\_\_
2. *List of Supervisors:* \_\_\_\_\_
3. *Event:* \_\_\_\_\_
4. *Date of the Event:* \_\_\_\_\_
5. *Will alcohol beverages be sold?* Yes ☐ No ☐
6. *Facility:* Kitchen / Canteen ☐ Gymnasium ☐ Pad ☐ Meeting Room ☐
7. *Permit holder's name:* \_\_\_\_\_
8. *Expected attendance:* \_\_\_\_\_
9. *Do you or your organization have a Special Occasion Permit?*  
Yes ☐ No ☐
10. *Have you provided a copy of your Special Occasion Permit to the Township Office?*  
Yes ☐ No ☐
11. *Please provide the Liquor Special Occasion Permit #* \_\_\_\_\_
12. *Do you or your organization have PAL INSURANCE Special Event Liability or related Liability Insurance?*  
Yes ☐ No ☐
13. *Have you provided a copy of your Pal Insurance to the Township Office?*  
Yes ☐ No ☐



# RENTAL QUESTIONNAIRE

14. Please provide the PAL Insurance Permit #.

\_\_\_\_\_

- |   |     |                          |    |                          |
|---|-----|--------------------------|----|--------------------------|
| 15. Will there be designated driver's at the event?                   | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 16. Will security be present at the event?                            | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 17. Will non-alcohol beverages be available?                          | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 18. Will food be available?   | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 19. Will there be people under the age of nineteen (19) at the event? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 20. If yes, has this been specified on your Special Occasion Permit?  | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 21. Have you read the Township of McGarry Alcohol Policy?             | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 22. Have you read the rental terms and conditions?                    | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 23. Do you understand the Policy?                                     | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

\_\_\_\_\_  
Signature of Renter

\_\_\_\_\_  
Date

\_\_\_\_\_  
Township of McGarry

\_\_\_\_\_  
Date



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*For Office use only*

Deposit amount \$ \_\_\_\_\_

Remaining balance \$ \_\_\_\_\_

Date of deposit \_\_\_\_\_

Paid on (Date) \_\_\_\_\_

Receipt # \_\_\_\_\_

Receipt # \_\_\_\_\_

Cleaning/Damage deposit \_\_\_\_\_

Refund after Inspection \_\_\_\_\_

Date of deposit \_\_\_\_\_

Date of refund \_\_\_\_\_

Receipt # \_\_\_\_\_

Cheque # \_\_\_\_\_

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Township of McGarry

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Date



## **AGREEMENT FOR FOOD PERMIT HOLDER**

1. *I have received and reviewed a copy of the Northeastern Public Health Guide to Special Food Event Permit.*
2. *I understand that I must adhere to the conditions of the Timiskaming Health Unit Guidelines. All permits must be photocopied and handed in 7 days prior to the event to the Township Office.*
3. *I understand that if I or other individuals (caters) at the event fail to adhere to the guidelines, the Township of McGarry Clerk-Treasurer and/or her Designate has the right to take the necessary action. These actions may include eviction, cancellation of the rental.*
4. *The sponsor will be held liable for any damages occurring during the event.*
5. *Please go to <https://www.timiskaminghu.com/383/guide-for-a-special-event-food-permit> to read all the details for the Guide to Special Food Event Permits and application.*
6. *The lessee release the Township of McGarry from liability for all loss of financial and material property of the lessee, his associates, agents, customers, employees, spectators or any other person entering the leased facility upon the lessee's invitation, license or consent during the duration of the lease.*

Permit Number: \_\_\_\_\_

\_\_\_\_\_  
Print name of Organization or Renter

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## **RENTAL TERMS AND CONDITIONS**

1. *Requests for the use of the facility must be made to the Township Office in advance of the application to the Liquor Control Board of Ontario.*
2. *A deposit of \$50.00 is required to secure your booking at the Township Office. This deposit is refundable up to and including 15 days prior to the date of the event.*
3. *A deposit of \$150.00 is also required upon rental above and beyond the \$50.00 deposit to secure the booking. This included \$100.00 deposit for damages and \$50.00 for cleaning. Once the facility has been inspected, the deposit will be refunded if satisfactory. All dishes are to be cleaned and put away in their respective places.*
4. *The renter is responsible for a thorough inspection before using the facility. Shall there be anything unsatisfactory, it should be reported immediately to the Township of McGarry Clerk-Treasurer and/or her Designate. A check list is provided for prior and after rental inspection.*
5. *Person or Persons renting the facility are responsible for securing a copy of the Township of McGarry Municipal Alcohol Policy as well as their own Special Occasion Permit.*
6. *Advertising is not permitted for a Private Event SOP.*
7. *Only the liquor, wine, beer, coolers purchased on the Special Occasion Permit may be sold or served on the premises.*
8. *All empty bottles/cans and unused liquor, beer, wine, coolers must be removed from the premises at the completion of the event.*
9. *The renter will be responsible for the supervision of the event.*
10. *No person under the age of nineteen (19) years of age shall be admitted to an event held under the authority of a Special Occasion Permit, UNLESS the applicant has specified that he/she intends to admit persons under the age of nineteen (19) years.*
11. *THERE WILL BE NO CONFETTI ALLOWED IN THE HALL. IF EVIDENCE OF CONFETTI IS FOUND THE RENTER WILL BE CHARGED A \$50.00 SURCHARGE FOR CLEANING.*

12. *The renter will be responsible to set up and clean up on the same day prior to leaving or may arrange with the Township Office a time that is convenient for both parties.*
13. *The renter agrees to abide by the regulations of the Liquor Control Board of Ontario, The Ontario Provincial Police, The Corporation of Township of McGarry.*
14. *The renter will be required to display the Liquor Control Board License and the licensee must be in the premises for the duration of the event.*
15. *The location of the bar is to be approved by the Township of McGarry*
16. *The renter is responsible for cleaning and removal of all debris from the hall as well as the cleaning and stacking of the tables and chairs. For events being held on Saturdays, the renter shall ensure that the gymnasium and/or the kitchen be cleaned by 2:30 p.m. on Sunday.*
17. *The renter accepts the full responsibility for the conduct of all persons admitted and the renter will be responsible for damages caused to the Community Centre property and all equipment resulting from their use.*
18. *The Corporation of the Township of McGarry will not be responsible for injuries, damage, or the loss or theft of clothing or equipment of the organization or individual using the facility.*
19. *Arrangements to secure and return keys for the facility must be made with the Township Office. Keys are to be picked up at the Township Office the morning of the day before the event and returned the first business day after the event. Special arrangements can be made at the discretion of the office staff.*
20. *If there are any contravention of the above terms and conditions this contract will become null and void immediately.*

***I HAVE READ THE TERMS AND CONDITIONS AND I AGREE TO ABIDE BY THE TERMS AND CONDITIONS LISTED ABOVE.***

*Print name of organization or Renter:* \_\_\_\_\_

*Signature:* \_\_\_\_\_

*Date:* \_\_\_\_\_

*The Corporation of the Township of McGarry:* \_\_\_\_\_





# INSURANCE AND INDEMNIFICATION

All events/activities on municipal property which will involve the consumption of alcohol will be required to obtain a Special Occasion Permit issued by the Alcohol and Gaming Commission of Ontario (AGCO) and ensure that all conditions associated with the issuance of that permit are met throughout the term of that activity. In addition, the facility renter/event organizer must produce proof at least 7 days prior to the event that the following forms of coverage have been bound for the full term of the activities:

- Public liability and property damage insurance with an insurer satisfactory to the Township of McGarry in an amount not less than five million dollars (\$5,000,000.00) this insurance endorsement shall also state that coverage will respond to all claims relating to the AGCO Licensed activities held on the premises and shall not exclude participants.
- The permit holder/Sponsor and the participants of the event shall remiss, release, and forever discharge the Corporation of the Township of McGarry, its Elected Officials, Public Officials and Employees from all manners of actions causes of actions, suits, debts, contracts, claims and demands whatsoever which he/she/it may know or have or which heirs, executors, administrators or assigns or any of them, hereafter, can, shall or may have, for or by reason of any cause, matter or thing whatsoever which may be occasioned by the rental of the municipal facility or area and in consideration of the issue of a Special Occasion Permit, shall agree to save harmless and keep indemnified the Township of McGarry, its Elected Officials, Public Officials, Employees and their families, from and against all claims and demands in respects of the use of the rented premises and in respect of the Special Occasion Permit and from and against all losses, damages, costs, charges and expenses which the Township of McGarry may sustain or incur in consequence of having rented municipal facilities or areas to the Special Occasion Permit Holder.

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**Permit Holder/Sponsor Name**

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**Date**

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**The Corporation of the Township of McGarry**

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**Date**



# Rental Agreement

## Round, Rectangular Tables and Chairs

1. Fill this form with event details and sign the agreement.
2. Please have this form submitted to the office 1 week prior to the event, along with your 25% deposit.
3. Please return all items in the same clean condition they were at the time of check out.
4. An invoice will be sent once the equipment has been returned and inspected.
5. Cost of Rental:
  - Round Tables: \$12.00 each per day
  - Rectangular Tables: \$10.00 each per day
  - Chairs: \$2.00 each per day
6. Email [mjensen@mcgarry.ca](mailto:mjensen@mcgarry.ca) if you have any concerns or questions.

Event Name:	Phone #:
Event Date:	Name:
Event Location:	Email:
Round:	Quantity:
Rectangular:	Quantity:
Chairs:	Quantity:

I \_\_\_\_\_ agree to be responsible for all the rental equipment I am renting, as documented on this form.

I will be responsible to cover all costs of any repair or replacement for damaged or lost of any equipment I have rented that is mentioned above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Date Check out:	Date Check In:
Checked out by:	Checked in by:
Inspected by:	Inspected by Committee:

# Special Event Liability Application

DIRECT CLIENT SUBMISSION

2 Norfolk Street South Simcoe, ON N3Y 2V9

T: 1-800-265-8098 F: 519-428-5661

E: [ontario@palcanada.com](mailto:ontario@palcanada.com)

[www.palcanada.com](http://www.palcanada.com)



*This is an application only. It does not constitute an Insurance policy. Insurance shall become effective only upon the issuance of a policy or written binder specifically authorized by the company or agency. Quotations will be based upon the information provided in the application. The Applicant warrants the information provided is accurate, true, and complete.*

1. Name of Insured(s): \_\_\_\_\_  
If an individual, date of birth: \_\_\_\_\_
  2. Mailing Address: \_\_\_\_\_  
City, Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Telephone: \_\_\_\_\_
  3. Additional Insured(s): \_\_\_\_\_
  4. Type of Event: \_\_\_\_\_
  5. Effective Date: \_\_\_\_\_ (MM/DD/YY) Effective Time: \_\_\_\_\_ AM PM  
Expiry Date: \_\_\_\_\_ (MM/DD/YY) Expiry Time: \_\_\_\_\_ AM PM
  6. Detail daily activities: (Attach separate sheet if event duration is over three days or insufficient space.)  
Day 1: \_\_\_\_\_  
Day 2: \_\_\_\_\_  
Day 3: \_\_\_\_\_
  7. Attendees per day: \_\_\_\_\_ Attendees for event: \_\_\_\_\_  
Admission Fee: \_\_\_\_\_ Tickets printed: \_\_\_\_\_
  8. Event Location Name: \_\_\_\_\_  
Address of Facility: \_\_\_\_\_  
Will the event be held: ☐ Indoors ☐ Outdoors
  9. Will there be music at the event: ☐ No ☐ Live Band ☐ DJ/ MP3 player  
Provide name of performer/ band and genre of music: \_\_\_\_\_
  10. Will there be vendors or exhibitors: ☐ Yes ☐ No  
Will vendors/exhibitors be required to show proof of liability: ☐ Yes ☐ No Limit: \_\_\_\_\_
  11. Will food and/or beverages be available at the event: ☐ Yes ☐ No  
If Yes, who will provide: ☐ Insured ☐ Venue ☐ Caterer
  12. Will alcohol be consumed at the event: ☐ Yes ☐ No  
If Yes, who will provide: ☐ Insured ☐ Venue ☐ Caterer/ Bartending Service
  13. Provide the following details with regards to alcohol consumption: (Attach separate sheet if insufficient space.)  
Date: \_\_\_\_\_ Time: \_\_\_\_\_ AM PM to \_\_\_\_\_ AM PM Patrons: \_\_\_\_\_  
Location: \_\_\_\_\_ Are servers trained: ☐ Yes ☐ No  
Date: \_\_\_\_\_ Time: \_\_\_\_\_ AM PM to \_\_\_\_\_ AM PM Patrons: \_\_\_\_\_  
Location: \_\_\_\_\_ Are servers trained: ☐ Yes ☐ No
  14. Will fireworks or any other special effect(s) be part of the program: ☐ Yes ☐ No  
If Yes, a certificate of insurance is required.
  15. Will there be a petting zoo or any other animal(s) involved in the event: ☐ Yes ☐ No  
If Yes, a certificate of insurance is required.
  16. Will there be any inflatable(s)/ jumping castle(s) at the event: ☐ Yes ☐ No  
If Yes, is coverage secured elsewhere: ☐ Yes ☐ No
- If No, coverage is in place elsewhere, an extension with a sublimit of \$250,000 is available to be added to the policy, subject to the policy, subject to additional premium of \$50.00. Do you want coverage? ☐ Yes ☐ No

Special Events Liability Application ~ Direct Client Submission

For the purposes of the Insurance Companies Act (Canada), this document was issued in the course of Lloyd's Underwriters' insurance business in Canada.

17. Will there be a parade at the event: ☐ Yes ☐ No  
Number of units in the parade: \_\_\_\_\_ Police escort: ☐ Yes ☐ No  
Parade route length: \_\_\_\_\_ km Length of parade: \_\_\_\_\_ hrs  
Will there be any horses in the parade: ☐ Yes ☐ No  
If Yes, each horse owner is required to provide proof of insurance to the Insured.
18. Will overnight camping or other accommodation be provided: ☐ Yes ☐ No  
Accommodation type: \_\_\_\_\_  
Sleeping arrangements: \_\_\_\_\_
19. Will any temporary grandstand(s), bleacher(s) or stage(s) be set-up: ☐ Yes ☐ No  
If Yes, who will install/ set-up: \_\_\_\_\_  
Will a certificate of insurance be provided by the installer(s): ☐ Yes ☐ No  
Provide details on the installation, such as the construction, capacity, etc.: \_\_\_\_\_  
\_\_\_\_\_
20. Who will provide event security/ supervision: ☐ On/Off duty Police ☐ Hired security ☐ Venue ☐ Insured  
Number of security/ supervisors on site (may include volunteers): \_\_\_\_\_
21. Will there be any designated children's area (babysitting services): ☐ Yes ☐ No  
If Yes, provide procedures in place for pick-up, identification, etc.: \_\_\_\_\_  
\_\_\_\_\_
22. Has this event been held by the applicant in the past? ☐ Yes ☐ No
23. Has insurance for this event ever been declined or cancelled? ☐ Yes ☐ No  
If Yes, provide details: \_\_\_\_\_  
\_\_\_\_\_
24. Previous Insurer: \_\_\_\_\_ Premium Paid: \_\_\_\_\_  
Loss History: \_\_\_\_\_
25. Limit of Liability: ☐ \$1,000,000.00 ☐ \$2,000,000.00 ☐ \$3,000,000.00 ☐ \$4,000,000.00 ☐ \$5,000,000.00  
Tenant's Legal Limit: ☐ \$1,000,000.00 ☐ \$2,000,000.00 ☐ \$3,000,000.00 ☐ \$4,000,000.00 ☐ \$5,000,000.00  
((\$500,000.00 included))
26. Is property coverage required for items your own or rent? ☐ NO ☐ \$5 0000 ☐ \$10 0000 ☐ \$20 000 Other: \$ \_\_\_\_\_

Please describe property to be insured: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

27. General Comments/ Unusual Exposure:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I/We hereby declare that the answers and declarations above, whether in my own hand or not, are true and that I/We warrant that no material fact has been withheld or misstated and agree that should a policy be issued this Application form will be attached to and form part of the policy and will form the basis of the contract with Underwriters. I/We agree that answers and declarations shall constitute material warranties of any policy issued. I/We further understand that the Underwriters may declare any policy issued void in the event of any false statement, misrepresentation, omission or concealment in the Application form whether made intentionally, innocently or accidentally. I/We have been advised and consent to any information that may be perceived as personal information for collection, appropriate use, and disclosure of to third parties.

Applicant Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
Signature: \_\_\_\_\_

Special Events Liability Application - Direct Client Submission

For the purposes of the Insurance Companies Act (Canada), this document was issued in the course of Lloyd's Underwriters' insurance business in Canada.

# IMPORTANT



**TO ALL POTENTIAL RENTERS OF  
THE VIRGINIATOWN COMMUNITY CENTRE.**

**To hold any kind of event where alcohol is to be served, you MUST obtain a Special Occasion Permit from the Liquor Control Board of Ontario (L.C.B.O.) as well as PAL Insurance (or its equivalent) for a minimum coverage of five (5) million dollars (\$5,000,000.00). You MUST provide a copy of this insurance policy as well as a copy of your Special Occasion Permit to the Township of McGarry at least seven (7) days prior to the event.**

**FAILURE TO DO SO WILL RESULT IN THE  
CANCELLATION OF YOUR RENTAL.**

**This is in keeping with the Township of McGarry  
Municipal Alcohol Policy.**



**PAL Insurance can be applied for at the LCBO, online at  
[www.palcanada.com](http://www.palcanada.com) or by calling 1-800-265-8098.**

**A PAL (Party Alcohol Liability) Insurance Policy Application is included  
in this rental package.**

# TOWNSHIP OF MCGARRY MUNICIPAL ALCOHOL POLICY

ADOPTED BY Council on

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## GOAL OF THE MUNICIPAL ALCOHOL POLICY

### POLICY

The Township of McGarry wants residents and visitors to enjoy the Municipal Facilities. Through the efforts of the residents of McGarry Township, the Township offers a variety of unique recreational experiences for all ages.

### POLICY OBJECTIVES

The objective of the Township of McGarry Municipal Alcohol Policy are as follows: to avoid breaking the regulations outlined in the drinking practices, to honor abstainers and encourage participation in activities, and provide a proper balance between wet and dry events.

### EVENTS NOT ELIGIBLE FOR SPECIAL OCCASION PERMITS

All youth events and all minor sports events, including banquet be designated as NOT suitable for Special Occasion Permits.

### INSURANCE

A minimum of FIVE MILLION DOLLARS in liability insurance is required by all who wish to host S.O. P. events in the Township of McGarry owned facilities.

### YOUTH ADMITTANCE TO EVENTS

Persons under the Legal Drinking Age are to be admitted to Adult Social Events only if strict supervision is in place (i.e., an extra set of event workers will be required to supervise).

### SERVER TRAINING

The event Servers, Door Supervisors and Floor Supervisors must have been trained in responsible techniques. SMART SERVE PROGRAM certified.

### PROVIDE LOW ALCOHOL DRINKS

At least 35% of the AVAILABLE ALCOHOL shall consist of low alcohol beverages. NON-ALCOHOL DRINKS must be made available at no charge or at a cost significantly lower than the drinks containing alcohol.

### SAFE TRANSPORTATION

A safe transportation strategy must be implemented (i.e., a designated driver program, other methods of getting home, and we will encourage spot checks by the Ontario Provincial Police.



# **CONTROLS**

A Special Occasion Permit event must have controls which will prevent underage, intoxicated, or rowdy people from entering; prevent participants from becoming intoxicated; refuse service to intoxicated participants and remove them safely from the event.

## **The following must be adhered to:**

- a) The event sponsor must obtain a Special Occasion Permit from the Liquor License Board of Ontario and must show proof of this 7 days prior to the event.
- b) The entrance shall be monitored by two (2) people 19 years of age or older & with a Smart Serve.
- c) The only acceptable form of identification will be Driver's Licenses, Canadian Passport, Canadian Citizen card, Canadian Armed Forces card, Indian Status card, Ontario Photo card, Permanent Resident card and AGCO BYID.
- d) The event sponsor must be in attendance throughout the event.
- e) The event sponsor and all event workers must refrain from consuming alcohol/drugs while the event is in process.
- f) All exits must be supervised.
- g) All floor supervisors will be available upon request to ticket sellers who require assistance in managing a person who is refused a sale.
- h) All bottles/cans must be retained at the bar. All drinks must be served in plastic cups.
- i) Marketing practices which encourage increased consumption are not allowed.
- j) Tickets must be purchased from a designated ticket seller with a maximum of 4 drinks per purchase.
- k) Unused tickets are redeemable for cash on demand at any time during the event.
- l) THERE WILL BE NO LAST CALL.
- m) A free bar event must have trained servers and floor supervisors.
- n) All event workers must wear highly visible identification.
- o) In order to reduce the risk of intoxication and the rate of consumption, staff will encourage patrons to consume food, low alcohol and non-alcohol beverages.
- p) The bar area will close after the last patron has been served beyond 2:00 a.m.
- q) All entertainment must be completed 45 minutes after closing the bar.
- r) Facilities must be vacated 1 hour after closing the bar.

For more information, please  
call the Township Office at  
705-634-2145 or email at  
[mjensen@mcgarry.ca](mailto:mjensen@mcgarry.ca)







# SPECIAL OCCASION PERMIT

To apply for a Special Occasion Permit  
please go to [www.agco.on.ca](http://www.agco.on.ca) .

Everything must be done online. No  
printed forms. You can also read the  
Application Guide and all the other  
information for the permit is online.



# AGCO

Alcohol and Gaming  
Commission of Ontario



## **AGREEMENT FOR SPECIAL OCCASION PERMIT HOLDER**

1. *I have received and reviewed a copy of the Township of McGarry Guidelines for SOP permit holders.*
2. *I understand that I must adhere to the conditions of the municipal alcohol policy and the LLBO Act of Ontario. All licences must be photocopied and handed in 7 days prior to the event to the Township Office.*
3. *I understand that if I or other individuals at the event fail to adhere to the municipal alcohol policy, the Township of McGarry Clerk-Treasurer and/or her Designate has the right to take the necessary action. These actions may include eviction, revoking of the SOP permit and the notification of appropriate legal authorities.*
4. *I understand I can be held liable for injuries and damages arising from failure to adhere to the LLBO Act of Ontario.*
5. *The sponsor shall take all reasonable steps to prevent drinking and driving.*
6. *The sponsor will be held liable for any damages occurring during the event.*
7. *Please go to <http://www.palcanada.com/en/party-alcohol-liability> to read all the details for the Pal Insurance Special Event Liability Application.*
8. *Please go to [www.aqco.on.ca/forms/en/1575\\_a.pdf](http://www.aqco.on.ca/forms/en/1575_a.pdf) to read all of the policy details for the Liquor application for a Special Occasion Permit.*
9. *The lessee releases the Township of McGarry from liability for all loss of financial and material property of the lessee, his associates, agents, customers, employees, spectators or any other person entering the leased facility upon the lessee's invitation, license or consent during the duration of the lease.*

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*Print name of Organization or Renter*

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*Signature*

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*Date*

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# KITCHEN CHECK LIST

Before

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Description	✓
Are all the counters clean?	
Are all the dishes clean and put away in their appropriate place?	
Are all the ovens cleaned?	
Are all the ovens turned off?	
Are all garbage's emptied and taken out?	
Is the fridge empty?	
Is the Freezer empty?	
Is the Bar clean and cleared of all your belongings	
Is the microwave clean?	
Is the dishwasher emptied and properly turned off	

THIS FORM MUST BE RETURNED TO THE OFFICE AFTER THE EVENT

PLEASE NOTE: If you find anything broken or break something, please report it to the Township Office immediately.

Returned by: \_\_\_\_\_

Date: \_\_\_\_\_



# KITCHEN CHECK LIST

After

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Description	✓
Are all the counters clean?	
Are all the dishes clean and put away in their appropriate place?	
Are all the ovens cleaned?	
Are all the ovens turned off?	
Are all garbage's emptied and taken out?	
Is the fridge empty?	
Is the Freezer empty?	
Is the Bar clean and cleared of all your belongings	
Is the microwave clean?	
Is the dishwasher emptied and properly turned off	

THIS FORM MUST BE RETURNED TO THE OFFICE AFTER THE EVENT

PLEASE NOTE: If you find anything broken or break something, please report it to the Township Office immediately.

Returned by: \_\_\_\_\_

Date: \_\_\_\_\_