



POLICY TITLE: SALE AND/OR CONSUMPTION OF ALCOHOL ON OR WITHIN TOWN LAND OR FACILITIES

POLICY #: R-002-001

EFFECTIVE DATE: October 15, 2002

ADOPTED BY COUNCIL ON: October 15, 2002

RESOLUTION #: 369.10.02

POLICY STATEMENT:

Alcohol may only be sold and/or consumed on or within Town Land or Town Facilities in accordance with this Policy, the Procedure and all applicable law.

The major function of the recreation facilities is to make available a wide variety of appropriate physical, social and cultural programs and opportunities to enhance the quality of community life and foster community spirit. In general, the recreation facilities should contribute to positive individual and family recreation experiences. All Town owned land and facilities are subject to Provincial regulations concerning the use of alcohol.

THE PURPOSE OF THIS POLICY IS TO:

Ensure that recreation and culture programs appeal to a wide range of people and that where alcohol is served, that the Provincial laws are complied with.

PROCEDURE:

1. The Director of Recreation and Parks is responsible for the administration of this policy.
2. Where alcoholic beverages will be served in a Town owned facility, the event organizer shall provide evidence of liability insurance to protect the Town (such as party alcohol liability insurance) prior to receiving a permit from the Town for the event.

A. USER GROUPS

At the beginning of the season, the Director of Recreation & Parks will inform user groups by letter of the policy governing use of alcohol on Town Land or within Town Facilities. They will

also be instructed that it is their responsibility to ensure all of their members are aware of the contents of the policy. Infraction of the policy will result in:

First offence: The Director of Recreation & Parks will investigate all reports of illegal alcohol consumption and where an infraction has occurred will advise the responsible party of the regulations and of any further action to be taken.

Second Offence: A second offence by the same user group or individual will result in automatic suspension of use of the Town Land and/or Town Facilities. The offending group or individual will be given an opportunity to make a proposal for reinstatement of user privileges. A possible result of a second offence is a permanent suspension of user privileges.

B. SPECIAL PERMITS

1. The consumption of alcohol is not permitted unless by prior approval of the Director of Recreation & Parks with a special permit license granted by the Alberta Liquor Control Board.
2. "Special Permit Function Conditions and Responsibilities" must be fulfilled in respect of the special function as it relates to the Facility Rental Policy.

C. Town of Sylvan Lake Recreation and Parks Staff and designated contractors working on behalf of the Town are responsible for governing the use of facilities in order that all Provincial and Municipal regulations are followed. In so doing, it is the responsibility of each Staff Person or Contractor when on duty to follow the procedure outlined:

1. When alcohol beverage is being consumed on Town Land or in a Town Facility without a Special Permit and or in areas where the Special Permit does not apply, Staff or Contractor will advise the offender of infraction and request offender to return to the authorized area or to dispose of alcohol beverage.

PROCEDURE A

2. If the patron does not follow the request of the Staff member or Contractor, the Staff member or Contractor will do the following:
 - a) Staff or Contractor will immediately phone local R.C.M.P to request assistance.
 - b) Staff or Contractor will give his/her name and position to local R.C.M.P.
 - c) Staff or Contractor will provide details of the incident.
 - d) Staff or Contractor will provide location of the facility where staff can be found when the R.C.M.P. arrive.
 - e) Staff or Contractor will leave the situation in the hands of the R.C.M.P. upon their arrival.
 - f) Staff or Contractor will fill out a report for their supervisor to review the following day.
3. When alcoholic beverages have been permitted in a room on Town Land or in a Town Facility with a Special Permit granted by the Director of Recreation & Parks and by the Alberta Liquor Control Board and special conditions and responsibilities are not fulfilled:
 - a) Staff or Contractor will be responsible to follow Procedure C1 should alcohol be consumed on Town Land or in the Town Facility outside the Special Permit Area;
 - b) Staff or Contractor will familiarize themselves with Special Permit Conditions and Regulations.
4. When any alcoholic beverage is brought onto Town Land or into a Town Facility by Rental Groups and left in the dressing room and/or any part of the Land or Facility:
 - a) Staff or Contractor will immediately fill out a report (Appendix A) outlining the specifics, and general comments as to the type of beverage left, amount, cleanliness of rooms and/or individual or team conduct.
 - b) Staff or Contractor will check the dressing rooms after each rental.
5. When alcohol is brought onto Town Land or into a Town Facility by out-of-town groups who are invited:
 - a) Staff or Contractor will be expected to follow the same procedure as with in-town groups.

It is the responsibility of the in-town organizations to inform visiting teams of the alcohol policy on Town Land and in the Town Facilities.

APPENDIX "A"
USE OF ALCOHOL
STAFF/CONTRACTOR REPORT

NAME OF STAFF/CONTRACT PERSON: _____
(Please Print)

DATE: _____ TIME: _____

LOCATION: _____

ROOM NUMBER: _____ BLEACHERS: _____ LOBBY: _____

ROOM USED BY: _____

SPECTATORS OF WHAT TEAMS: _____

R.C.M.P. NOTIFIED: YES _____ NO _____

IF "YES", WHAT ACTION WAS TAKEN: _____

GENERAL COMMENTS: _____

SIGNATURE OF STAFF MEMBER/CONTRACTOR MEMBER

APPENDIX "B"
SPECIAL PERMIT FUNCTION
CONDITIONS AND RESPONSIBILITIES

It is imperative that the applicant for a special permit be prepared to undertake the following responsibilities and to ensure that the following conditions are fulfilled in respect of the special permit function:

1. An association, club, organization or society must be a recognized group holding a private function for its members and invited guests in order to obtain a Special Permit.
2. Attendance must be limited to the individual applicant or members of an applicant group and those guests to whom an invitation has been extended.
3. Food service must be supplied in accordance with Alberta Liquor Control Board regulations.
4. An occasional resale Special Permit is not to be obtained in order to realize a profit on the proceeds, raise money for any reason, provide employment or gainfully benefit anyone.
5. No person connected in any way with the premises in respect of which a Special Permit for a function is sought may obtain a Special Permit.
6. No Special Permit function may be of a sales promotional nature and no agreements or contracts may be made immediately prior to, during, or immediately subsequent to a Special Permit function.
7. The permit holder is responsible for the safety and sobriety of his guests and no disorderly conduct or drunkenness is to be tolerated.
8. No person who is under the age of eighteen years or disqualified from drinking beverage alcohol is to receive service.
9. A minor may be employed as kitchen or service help during a function, but may not handle beverage alcohol in any manner or under any circumstances.
10. The Special Permit must be posted in a conspicuous or prominent location within the premises in order that it may be examined by board inspectors or the police who may enter the permitted area prior to, during, or subsequent to the function.
11. A competent bartender and accurate measuring devices will enhance the success of any Special Permit function; and
12. Adequate responsible security and supervision must be provided at every Special Permit function.