

Municipality of Huron East



Alcohol Policy

TABLE OF CONTENTS

Mission Statement	3
Regulation 1	4
Facility eligible for liquor licensed event	4
Regulation 2	4
Facilities ineligible for liquor licensed event	4
Regulation 3	5
Signs and signing locations	5
Servicing practices	5
Accountability	5
No last call	5
Unused tickets	5
Maximum number of tickets	6
Ticket sales end	6
Individuals under the age of majority.....	6
RIDE signs	6
Local taxi phone numbers	6
Regulation 4	7
Safe transportation	7
Regulation 5	7
Youth admission to adult events	7/8
Regulation 6	9
Alcohol service	9
No pre-made items or non-commercial mixes	9
Low Alcohol drinks.....	9
Control of alcohol service	9/10
Advertising Events	10
Regulation 7	11
Controls prior to events.....	11
Regulation 8	12
Event Workers & Smart Serve/ S.I.P.	12
Regulation 9	13
Controls During Events.....	13/14
Regulation 10	15
Security Requirements	15
Regulation 11	16
Insurance	16
Regulation 12	16
Policy Monitoring and Review	16
Regulation 13	16
Consequences for Failure to Comply	16/17
Checklist for Liquor Licensed Event Holders	Appendix “A”...18
Municipal Alcohol Policy Comment Form	Appendix “B”...19
Seaforth and District Community Centre Rental agreement.....	Appendix “C”..22/24

Mission Statement

The Municipality of Huron East maintains a number of facilities that are available for liquor licence events

In order to ensure the health and safety of its participants and to minimize risk of liability and to protect the facilities and the and operational abilities of the Municipality of Huron East, a policy for the orderly use of alcohol during events and functions has been developed and the following document outlines these policies.

Objectives

To ensure proper operation and supervision of the Liquor Licensed Events by providing education and prevention and intervention techniques and effective management procedures. This will lower the risk of liability to Liquor Licensed Event Holders, participants, volunteers, security, and the employees, staff, and volunteers of the Municipality of Huron East.

To reinforce responsible drinking practices for consumers through appropriate operational procedures, controls, training and education.

To respect and honour the decision of abstainers not to drink alcohol and to encourage their participation by providing alternative non-alcohol beverages.

To provide a balanced use of alcohol at Liquor Licensed Events that all alcohol becomes a responsible part of a social function rather than the reason for it.

To provide a balance of licensed and unlicensed programs to ensure that consumers, abstainers, adults, youths, and families will be adequately serviced and protected.

Regulation 1

Facilities eligible for liquor licensed events

- **Seaforth & District Community Centres**

The SDCC is a fully licensed facility consisting of 3 halls. The Banquet hall holds 480 people, the upstairs viewing area holds 200 people, and the ice surface holds 1,200 people when there is no ice. All of the halls include kitchen, bar and washroom facilities; the hall and ice surface are fully accessible. Outside facilities are also available but would require a Special Occasion Permit, with maximum capacity dependent upon the square footage of the fenced area.

- **Brussels, Morris & Grey Community Centre**

The BMG Community Centre is a fully licensed facility consisting of 3 halls. The Banquet hall holds 450 people, the upstairs hall holds 220 people and the ice surface holds 1,200 people when there is no ice. All of the halls include kitchen, bar and washroom facilities; they are also fully accessible. Outside facilities are also available but would require a Special Occasion Permit, with maximum capacity dependent upon the square footage of the fenced area.

- **Vanastra Recreation Centre**

VRC Hall has space to accommodate up to 200 people. The hall includes bar and washroom facilities. The hall is fully accessible. Kitchen space is available and includes stoves, freezer and cooler. A Special Occasion Permit is required and is the responsibility of the rental to submit an application.

- **Other Facilities**

The Municipality of Huron East also has a number of ball parks and small community halls that can be used for liquor licensed events but a Special Occasion Permit is required. Special Occasion Permits can be obtained by a group or individual renting the following facilities.

Brussels Ball Park	Cranbrook Community Centre
Ethel Ball Park	Ethel Community Centre
Seaforth Lions Park	Walton Community Hall
Seaforth Optimist Park	
Walton Ball Park	
Winthrop Ball Park	

Regulation 2

Facilities ineligible for liquor licensed events

- Any outlying property that is not fenced with approved municipal fencing and is not licensed for alcohol under a Liquor Licensed Event.

Regulation 3

Signs and signing locations

Serving practices

The Municipality will supply a sign at the location listed below stating “It is against the Liquor License Act for establishments to serve customers to intoxication”. For this reason, servers in our facilities are required to obey the law and will not serve anyone to intoxication. We are also pleased to offer non-alcoholic beverages as well as low alcohol beverages.”

- At the bar
- At the ticket sales counter

Accountability

The Municipality of Huron East will supply the following information at or behind the bar services area:

1. A copy of the Liquor Licence or Special Occasions Permit and receipts of alcohol purchased for event
2. Contact numbers for the Facility, Municipality of Huron East, Facility Manager and staff
3. Emergency numbers and 911 address
4. The phone number for the Alcohol and Gaming Commission of Ontario
1-416-326-8700 1-800-522-2876
5. Area Taxi Companies

Rationale:

Having these signs visible to participants eliminates any confusion on who to contact for information or to express concerns or complaints to regarding any event.

No last call:

The Municipality of Huron East will post a sign stating “Last Call Will Not Be Announced” at the following locations:

- At the bar
- At the ticket sales counter
 - This information will also be communicated to the D. J./Entertainer by Huron East staff

Unused tickets

The Municipality of Huron East will supply a sign stating “This Bar closes at 1:00am promptly and any unused tickets will be refundable at the bar up to fifteen minutes after this time.” The sign will be displayed at the following locations;

- At the bar
- At the ticket sales counter

Maximum number of tickets

The Municipality of Huron East will supply a sign at the following locations stating.

“A maximum of **four** tickets per person prior **12:00** AM” (Midnight)

“A maximum of **two** tickets per person after **12:01** AM” (Midnight)

- At the Bar
- At the ticket sales counter

Ticket sales end

The Municipality of Huron East will supply a sign at the following locations stating. “Ticket sales end at **12:45 am** promptly”

- At the bar
- At the ticket sales counter

Individuals under the age of majority

The Municipality of Huron East will supply a sign at the following locations stating “ Individuals under the age of majority are forbidden to be in possession or consume alcohol on the premises”

- At the bar
- At the front entrance

RIDE signs

Supplied by the OPP to the Municipality or the Municipality of Huron East Designated Driver Program in effect stating that RIDE program information is available to patrons.

Local taxi phone numbers

Phone numbers of local taxi companies will be posted at the entrance of the facility and at the bar area

Regulation 4

Safe transportation

1. Only individuals and groups implementing a safe transportation strategy will be permitted rental or use privileges of this facility for a Liquor Licensed Event. The Liquor Licensed Event Holder shall identify the strategies which will be used on the contract of service. The Liquor Licensed Event Holder shall implement and

encourage a Designated Drivers program. This program should be advertised at the event so that all patrons are aware this program is available. This program shall consist of the following:

- a) The designated driver shall be supplied with free soft drinks, coffee, and/or water during the function, at the expense of the Liquor Licensed Event Holder.
- b) The Liquor Licensed Event Holder shall advertise or announce the availability of this program during and if possible, prior to the event.
- c) The Liquor Licensed Event Holder shall ensure for public events a list of phone numbers for local taxi or shuttle services are posted.

Regulation 5

Youth admission to adult events

1. Each Liquor Licensed Event Holder will be responsible to select a strategy on allowing youth to their events. In all cases the following minimum guidelines **must** be adhered to:
 - a) Anyone who appears to be under the age of 25 will be required to show identification before they are allowed into the event facility. Fake or false identification will result in immediate expulsion. No identification means NO ENTRANCE. 'Vouching' for and/or guarantees for persons without ID is not acceptable.
 - b) The Municipality of Huron East may require at an all-ages fund raising event that every person must be wearing a wrist band on their right hand identifying if they are a minor or an adult. Anyone not wearing a wristband will be asked to obtain one at the front door or leave the premise immediately.
 - c) Individuals under the age of majority will not be allowed to possess or consume alcohol beverages. Anyone serving individuals under the age of majority, or identified persons banded as a minor even though the apparent age is known to the pourer, will be required to leave the event and may forfeit their liquor license privileges.
 - d) Minors are not permitted at any time to a stag and doe, unless the minor is part of the wedding party and meets the following:
 - i) Written permission has been given to the Facility Manager by the Bride and Groom for the minor to be permitted
 - ii) Must be marked differently from other guests
 - iii) Is introduced to both security and bar staff
 - iv) May not consume or hold any alcohol

Regulation 6

Alcohol service

No pre-made items or non-commercial mixes

1. No items containing alcohol that was not mixed with alcohol purchased from the Liquor Licensed Event receipts, and/or items that do not identify:
 - The amount of alcohol,
 - The type of alcohol, **and**
 - The alcohol percentage
(eg. shooters and gummy worms)

Low alcohol drinks

1. In order to be eligible for facility rental involving a Liquor Licensed Event, the Liquor Licensed Event Holder must demonstrate to the satisfaction of the Municipality that a minimum of 30% of the alcohol beverages saleable at the event are a low alcohol concentration level. Non-alcohol beverages should be made available at a significantly lower price or free.
2. Low-alcohol beverages help prevent intoxication by providing consumers with an opportunity to consume less alcohol. An individual consuming one regular beer at 5% alcohol could alternatively drink two extra light beers at 2.5% alcohol and it would be the same amount of alcohol. Similarly light beer at 4% alcohol represents a 20% reduction in alcohol intake.

Control of alcohol service

1. No glass bottles are to be served. Only exception is wine for tables
2. All glass bottles must be poured into plastic or paper cups.
3. Beer cans are permitted to be served across the bar
4. Tickets must be purchased from the designated ticket seller(s) and must be redeemed at the bar. No more than four tickets may be sold to an individual at any one time.
5. No more than two (2) drinks may be served to any one person and any one time.
6. Only single serving drinks may be sold at any one time.
7. Consumption of food will be encouraged throughout the event. A 'late lunch' must be served during the event.
8. All monitors, servers, bartenders, pourers and security shall **not** consume alcohol during or prior to the event.
9. The Liquor Licensed Event Holder will ensure that the bartenders and servers do not serve alcohol to minors, intoxicated persons, rowdy or unauthorized

persons at the event, or to allow minors to consume on the Liquor Licensed Event premises.

10. Security and monitors have the authority to deny alcohol to any person.
11. Any person that has been ‘cut off’ must leave the event. The Liquor Licensed Event Holder and/or security should arrange for transportation immediately.
12. The Municipality of Huron East will take disciplinary action against the Liquor Licensed Event Holder not adhering to these conditions.
13. Signs supplied by the Municipality of Huron East must be posted and visible for the duration of the event.
14. Smart Serve training is required for persons working at the event. See Regulation 8 for details.

Advertising Events

Liquor Licensed Event Holder must follow the AGCO (Alcohol & Gaming Commission of Ontario) regulations. For more information please use the following website: <https://www.agco.ca/>

Regulation 7

Controls prior to events

Liquor Licensed Event Holders of the Municipality of Huron East property will be required to be knowledgeable of the Alcohol Policy prior to renting.

1. A copy of this policy will be made available from the Municipality of Huron East Municipal Office, the designated facility or on the Huron East Website. If there are questions or concerns then please make them known before the event.
2. A checklist and Liquor Licensed Event contract will be provided by the Municipality prior to booking. These forms are to be completed 10 days prior to the event.
3. The Municipality of Huron East will maintain a current list of Smart Serve trained people who have indicated that they may be available to assist at events where the Liquor Licensed Event Holder does not meet the required Smart Serve/S.I.P. trained personnel. All Smart Serve members must bring their wallet cards to verify to the Municipality of Huron East and/or Security that they possess the necessary training.
4. The Liquor Licensed Event Holder must attend the event, and be responsible for decisions regarding the actual operation of the event. This person and all

event workers must abstain from alcohol consumption during and prior to the event. The Liquor License Event Holder may use designates and for multi-day events, but must provide in writing to the Municipality of Huron East notice ten (10) days in advance of the event.

Gambling:

There is to be no gambling or raffles of any kind without the proper permits from the Municipality of Huron East and or the AGCO. For more information, please use the following website: <https://www.agco.ca/>

Regulation 8

Event Workers & Smart Serve/ S.I.P.

The following guidelines are to be followed regarding the ratio of Smart Serve and/or S.I.P. trained persons to untrained event workers.

- All event workers must be knowledgeable of the Municipality of Huron East Alcohol Policy.
- All Bar Staff, ticket sellers and employees must complete the Smart Serve program prior to selling or serving alcohol
- All persons claiming Smart Serve training must bring their wallet cards for verification by the Municipality of Huron East and/or Security.
- The Facility Manager, in their sole discretion, may require any event to have a licenced security company.
- All “Buck and Does” or “Stag and Does” are required to have Security
- “Committee” means a Committee member of the Recreation Management committee

	Location	Trained
50-200 People	Door	Not Required
	Bar	1 Huron East Staff / committee
	Bar tickets	1 Huron East Staff / Committee
	Floor Monitor	Not Required
201-450 People	Door	1 Provided by security
	Bar	2 Huron East Staff / committee
	Bar tickets	1 Huron East Staff / Committee
	Floor Monitors	2 provided by security
	<i>All ages events</i>	+2 Provided by security
450- 1000People	Door	2 Provided by security
	Bar	4 Huron East Staff / Committee
	Bar tickets	2 Huron East Staff / Committee
	Floor Monitors	2 provided by security
	<i>All ages events</i>	+2 Provided by security
	Outdoor events	+1 on outdoor entrance

No untrained staff are permitted to act as security but are permitted to act as monitors and to ask for ID to permit entry.

Regulation 9

Controls During Events

All controls and alcohol service must be consistent with the provisions of the Liquor License Act (R.S.O. 1990 Ontario), the Alcohol and Gaming Commission of Ontario and its regulations, as amended.

1. The entrance must be staffed by responsible persons meeting the age of majority requirements and/or security personnel as identified in Regulation 10. These persons shall further observe individuals that may be attempting to enter or leave the premise and that appear to be intoxicated, or have a history of causing problems, and to deny entrance to those deemed undesirable.
2. The Liquor Licensed Event Holder, Municipality of Huron East employees & staff, and Security personnel have the right to deny entrance to any individual.
3. Persons acting as Security or Event Staff and hired to perform this function have been deemed “Persons in Place of Authority” for the purpose of trespassing individuals.
4. The following types of identification are prescribed for the purpose of subsection 30 (6) of the Liquor License Act:
 - i) A driver’s license issued by the Province of Ontario with a photograph of the person to whom the license is issued.
 - ii) A Canadian passport.
 - iii) A Canadian citizenship card with a photograph of the person to whom the card was issued.
 - iv) A Canadian Armed Forces identification card.
 - v) Photo card issued by the Liquor Control Board of Ontario (LCBO), entitled Bring Your ID (BYID) (The AGCO accepts this identification for applicants of all lines of business.)
 - vi) Secure Indian Status Card issued by the Government of Canada
 - vii) Permanent Resident Card issued by the Government of Canada
 - viii) Photo card issued under the *Photo Card Act, 2008*
 - ix) Equivalent foreign photo identification such as a valid passport or European Union identity card
5. In the event of a Masquerade party taking place the Liquor Licensed Event Holder and Security must check ALL identification to ensure that all adults and minors are identified. Liquor Licensed Event MUST advertise that ID is required.

6. The type of 'identification' worn to distinguish event workers must be stated on the checklist for Liquor License Event Holders.
7. All day events must have security or event workers check in with the licensed area between 7:00 p.m. and 8:00 p.m.
8. The bar must stop alcohol service promptly at 1:00 a.m. and no service will be allowed after this time.
9. All entertainment must cease by 1:00 a.m.
10. All signs of consumption and service of alcohol (including empty cups) shall be removed from sight by the Liquor Licensed Event Holder, within 45 minutes of the expiry of the Liquor Licensed Event or by 1:45 a.m., whichever is earliest.
11. The facility must be vacated by patrons by 2:00 a.m. After 2:00 a.m. an additional fee of \$75.00 per hour or any part thereof will be charged to the Liquor Licensed Event Holder for the facility. An additional fee of \$75.00 per half hour or any part thereof will be charged to the Liquor Licensed Event Holder for the event security.
12. The Liquor Licensed Event Holder must prevent patrons from engaging in activities that may pose potential risks of harm to themselves, others or property damage. As the Liquor Licensed Event Holder, you must take reasonable steps to prevent foreseeable harm whether patrons are intoxicated or not.
13. If an alcohol related violation occurs, the Liquor Licensed Event Holder must act promptly to rectify the situation and restore adherence to the Liquor Licence Act.
14. Failure to comply with the above could prevent the Liquor Licensed Event Holder or organization from future rentals, and where appropriate, police will be advised and charges could be laid.
15. The exceptions to the above stated times are for New Year's Eve event when the Liquor Licensed Event indicates the expiry time of 2:45 a.m. The facility must be vacated by patrons by 2:45 a.m. After 2:45 a.m. an additional fee of \$75.00 per hour or any part thereof will be charged to the Liquor Licensed Event Holder for the facility. An additional fee of \$75.00 per half hour or any part thereof will be charged to the Liquor Licensed Event Holder for the event security.

Regulation 10

Security Requirements

At the discretion of the Facility Manager, the Facility Manager will book security and the security company must meet the following requirements. (Hereinafter referred to as 'security')

- If using a Security Company, such company must be duly bonded and licenced under the *Private and Security Investigative Services Act 2005*.
- Times: Security must be on-site ½ hour prior to the start of an event, until 2:00 a.m., or when all patrons have departed, whichever is sooner.
- The number of security required will be based on expected number of guests. See Regulation 8
- Number of patrons, past history, age groups and the event type determines the number of security members that will be required. The Municipality of Huron East will confirm the number of security personnel 7 days prior to the event and provide a quote for costs.
- Security personnel must be knowledgeable of the Municipality of Huron East Alcohol Policy, abide by the rules and postings, and enforce report of breeches of the Policy with discretion.
- Provide company name, name of superiors and contact information for Regulation 3. 2.5

Regulation 11

Insurance

The Liquor Licensed Event Holder of Special Occasion Permits will take out a comprehensive policy of public liability and property damage insurance acceptable to the Municipality of Huron East. This Insurance Policy should provide coverage for any single accident to a minimum limit of TWO MILLION DOLLARS, exclusive of costs against loss of or damage to property arising in connection with the activity as a result of any act or omission of the Liquor License Event Holder, its members or invitees. Such policy shall name the Municipality of Huron East as an additional insured and a certified copy of the policy or certificate shall be provided to the Municipality of Huron East 7 days prior to the date of the function. For all events, being held under the municipal facility licence it is recommended to all event holders to purchase additional insurance of a minimum limit of Two Million Dollars.

Regulation 12

Policy Monitoring and Review

The alcohol management policy for the Municipality of Huron East will be reviewed at least once during the term of Council. The policy will be reviewed by the BMG and SDCC Recreation Committees and recommended changes will be presented to Council for consideration. A form will be given to all Liquor Licensed Event Holders soliciting comments on their rental relation to this policy. See Appendix “B”.

Rationale:

- i) Reviewing the policy at least once during every term of Council will ensure that the policy remains up to date and effective.
- ii) The form soliciting comments from event holders will ensure that the public will remain involved in the process of review and revamping of the existing policy.

Regulation 13

Consequences for Failure to Comply

Liquor Licensed Event Holders who fail to comply with the Municipal Alcohol Policy shall be subject to the following consequences:

1. Although police will be called if a situation deems necessary to do so, it is the responsibility of the Liquor Licensed Event Holder to ensure the proper management of an event.
2. Facility staff will report any infraction of this policy to legal authorities whenever they believe such action is required.

3. Should a situation arise where an event may have to be shut down, the Facility Manager or designate will evaluate the situation on behalf of the Municipality of Huron East.
4. Any repeated infractions of the Municipal Alcohol Policy will be reviewed at the following Committee Meeting. A registered letter describing the problem will be sent by the Secretary or designate to the Liquor Licensed Event Holder. The Committee may refuse future liquor licensed event privileges to the Licensed Event Holder and shall advise Council of their action.
5. Where persons under the age of majority are found to have consumed or to be consuming alcohol at a Liquor Licensed Event and non-Liquor Licensed Events, the authorities may be called and/or the following procedure will be followed by the Municipal Council:

<u>First Infractions:</u>	The individual will be turned over to the police. A registered letter will be sent by the Huron East CAO and/or Recreation Board to the parents/guardians.
<u>Second Infraction:</u>	The individual could be banned from attending any public function held in any municipal facility for a period of 6 months. A registered letter will be sent by the Huron East CAO and/or Recreation Board to the parents/guardians.

6. Where anyone is engaged in disruptive behaviour as a result of alcohol consumption at social events, authorities may be called and/or the following procedure will be followed:

<u>First Infraction:</u>	Individual will be ejected from the event for its duration and in addition shall not be permitted to attend the same event the following year.
<u>Section Infraction:</u>	Individual could be suspended from all functions for a period of 1 year. A registered letter will be sent by the Huron East CAO and/or Recreation Board.

APPENDIX “A”

“CHECKLIST FOR LIQUOR LICENSED EVENT HOLDERS”

All material to be supplied two weeks prior to event date:

1. Name of Liquor Licensed Event Holder:

2. Will persons under 19 years of age be attending this event?

_____ Yes _____ No

3. Type of Identification for event workers _____

4. Has proof of Liquor Licensed Event been provided _____

5. Has proof of Insurance been provided _____

6. The safe transportation strategy(s) that will be used at this function are:

a) _____

b) _____

c) _____

7. I have reviewed the Municipal Alcohol Policy with a Municipal Representative:

_____ Yes

8. I understand all the policy regulations.

_____ Yes

9. I and/or my group will observe and obey all policy regulations during the event.

_____ Yes

If No, explain: _____

Signature of Liquor Licensed Event Holder

Signature of Municipal Rep.

Date: _____

APPENDIX “B”

MUNICIPAL ALCOHOL POLICY COMMENT FORM

Please comment on the effects that this policy has relating to your Liquor Licensed Event.

.....

Please state the date of your event: _____

Location of event: _____

Type of event: _____

Comments: _____

Thank you for your cooperation!

APPENDIX “C”

Seaforth and District Community Centres Rental Agreement (the “Agreement”)

Between: Seaforth and District Community Centres, hereinafter referred to as the
“Lessor” and;

_____, hereinafter referred to as the
“Lessee”.

Location: _____ (The “Facility”) Rental
Date: _____

Time: _____ Type of “Event”:
_____ Event Maximum Capacity:

Rental Includes:

Community Centre	\$ _____	Table/Chairs	\$ _____
Kitchen (Full)	\$ _____	Arena Floor	\$ _____
Kitchen (Part)	\$ _____	Overflow/Backroom	\$ _____
Bar & Supplies	\$ _____	SOCAN	\$ _____
		Other	\$ _____
		TOTAL:	\$ _____

Terms of Agreement

1. All bookings will be secured contractually with a two-hundred dollar (\$200.00) deposit (the “Deposit”) when booking the Facility. Any cancellation less than sixty (60) days prior to the Event will result in a forfeit of the Deposit.
2. The Lessee understands and agrees; that the Lessor may revoke or cancel this Agreement at any time with or without cause and that, in the event of such a revocation of cancellation, there would be no claim or right to damages whatsoever. In such cases, advance notice will be given if possible.
3. Aisle and exits must be kept free from obstructions at all times, in case of fire or emergency.
4. Nails, wood, screws, bolts or any similar fastenings must not be used to affix scenery or decorations to the walls, floors or ceilings, and only flameproof materials maybe used for decorations. Absolutely NO DUCT TAPE. Decorations maybe affixed only at the discretion of the Lessor, failure to comply with this condition will result in the loss of the Deposit.
5. The Lessor will not be responsible for any personal injury or damages or for any loss or theft of clothing or equipment or supplies of anyone attending the Facility.

- This disclaimer also applies to the parking lot. The Lessee agrees to indemnify the Lessor from any action or claim brought against it as a result of the use of the Facility by the Lessee.
6. The Lessee shall be responsible for general clean-up of the Facility. This includes, cleaning & wiping off of the tables and chairs, wiping up all spillage on the floor, cleaning up loose refuse, cleaning the kitchen and bar areas to its original state, and the removal of all decorations.
 7. Nothing shall be permitted to be done or displayed on the premise that contravenes the Criminal Code or any Provincial or Municipal Act, By-Law or regulation.
 8. Security will be booked by the facility manager. Additional cost could be added to hall rental at the discretion of the facility manager (STAT holidays)
 9. No minors will be allowed at buck and does.
 10. No glass bottles allowed over the bar. All drinks must be in beer or liquor cups. Beer cans are permitted over the bar.
 11. All entertainment at any function will finish playing by 1:00am EXCLUDING NEW YEARS EVE 2:00AM
 12. The bar will be closed by 1:00a.m. All food and drinks must be removed from the tables and tables cleaned within 45 minutes of the bar closing.
 13. An additional fee of \$75.00 will be charged if the Facility is not vacated by 2:00 a.m. and a fee of \$40.00 per half (1/2) hour after 2:00 a.m.
 14. All bartenders will be supplied by the Municipality of Huron East
 15. Absolutely no alcohol to be brought on premises without proper Liquor License Board of Ontario permit.
 16. All open bars or donation bars must be approved by the facility manager. There will be a 2.5 percent gratuity charge added to the final bill
 17. All bar supplies are supplied; cups, ice, pop, juice are supplied by the Municipality of Huron East
 18. Any Event that requires the day before for decorating will be charged at the rate of \$30.00/hour to a maximum of \$240.00 and \$30.00/hour the day after to remove any decorations etc. This only applies if decorating outside normal business hours 8:00am– 5:00pm
 19. The Lessor reserves the right entirely, at it's discretion, to accept or reject any application for the use of the Facility.
 20. It is the Lessees responsibility to obtain the necessary Special Occasion Permit from the Liquor License Board of Ontario or **(No-Sale) for wine only.** When this licence is in effect, the facility bar must be closed. Please use the following website: <https://www.agco.ca/>
 21. It is the Lessees responsibility to pay for security or policing of the event at the discretion of the manager of the Facility.
 22. The Municipality of Huron East offers a pay share program of \$0.50 for first \$2000.00 in sales \$0.75 for \$2000-\$10,000, \$1.00 for \$10,000 plus per drink sold back to the individual hosting the event.
 23. There are to be no gambling or raffles of any kind. Games of skill are allowed

I, hereby understand and agree to all terms and conditions as set out in this document.

Date: _____

Signature: _____
(Lessee)

Signature: _____
(Lessor/Authorized Designate)