



Procedure: Serving & Consumption of Alcohol

Department: Museum

Effective Date: September 1, 2011

Revision Date: December 3, 2020

Review Date: December 2023

1. Coverage

All Bruce County Museum & Cultural Centre (BCM&CC) regular full-time, regular part-time, temporary/seasonal, contract employees, volunteers, and security personal.
No exemptions.

2. Procedure Statement

The Bruce County Museum & Cultural Centre (BCM&CC) is dedicated to ensuring safe and positive experiences for our visitors, guests, and clients. The Serving and Consumption of Alcohol Procedure provides the legal procedures pertaining to this service for the purpose of reducing alcohol related problems during functions where liquor is available for consumption. It also provides procedures for the provision of a safe and healthy environment for our servers and our clients and protects them from any dangers of intoxication, including bodily harm and property damage.

This Serving and Consumption of Alcohol Procedure will be a reference for scope of responsibilities and course of action.

3. Procedure

Inspections of Facility:

- Access will be allowed to police officers or AGCO inspectors in the course of their duties or after hours of operation and will be given unobstructed access to the facility.
- Compliance to evacuate the premises will occur if required.

Capacity Limits and Permitted Locations:

- Capacity limits and permitted locations will be strictly followed as outlined in the Liquor Sales License establishment number 812567.
- Alcohol use is prohibited in all other areas, within and outside the facility.

High Risk Event Definition:

High Risk Events can pertain to but are not limited to private functions, conferences, banquets, and large events or publicly attended functions where alcoholic beverages are being served. Large events or private functions will be reviewed based on activity, scope, and size of the rental. High Risk designation will be at the discretion of Museum Staff after reviewing the scope and nature of the event. *Large events are based on the User Group Rating Schedule and refers to events with participants of 101-250.

High Risk Security Events:

- All agreements deemed “high risk” will be reviewed by the Business Services Manager and/or the Director. The applicant will be advised of the reasons for the decision.
- Each Facility Rental event will be reviewed on an individual basis for classification and acceptance.
- All “High Risk” facility rentals will have Security Personnel on the premises for the full duration of the event. Security Personnel will be required to have a valid Ontario Security Guard License and it must be available to view upon request.

Acceptable and valid identification includes:

Persons must be 19 years of age or older to be served alcohol. If there is any doubt of a person’s age, an acceptable form of valid and current identification (please refer to list below) which includes a person’s photograph and birth date must be produced.

- Ontario Driver’s License
- LCBO BYID Card
- Canadian Passport or a Canadian Citizenship Card
- Canadian Armed Forces Card
- Photo ID can also be requested
- Expired ID will not be accepted
- Underage and Age of Majority Admittance to Events
- A secure Indian Status card
- A permanent resident card issued by Government of Canada
- A photo card issued under the Photo Card Act 2008
- By law no one should be required to produce Ontario Health Card but if offered voluntarily it may be accepted.

Underage Participants (18 or under)

- Will not be provided or served alcohol directly or indirectly at any event.
- Parents or age of majority escorts are prohibited from purchasing, giving, or sharing alcoholic drinks with underage guests.
- Youths under the age of 19 must be accompanied and monitored by an adult 25 years of age or older.

Alcohol Servers and Monitors:

- A person who is 18 years old may serve alcohol if they have Smart Serve Certification.
- All servers in Ontario must be trained and certified by a recognized alcohol server training course i.e., Smart Serve
 - As announced on November 9, 2021, the AGCO has introduced a five-year term for all new and existing liquor training certifications. This means that anyone involved in the sale, service, delivery, or sampling of liquor, or who takes liquor orders from customers must complete the Smart Serve training program every five years.
 - Liquor training certificates issued before July 1, 2018, will expire on June 30, 2023, at 11:59pm. This includes Smart Serve certificates and certificates issued prior to 1995 from the Server Intervention Program (S.I.P).
 - Smart Serve certificates issued on or after July 1, 2018, will expire five years from the date of issuance (e.g., if you were certified on July 2, 2018, your certificate will expire on July 1, 2023, at 11:59 pm).
- All servers will be hired by the BCM&CC and will abide by the certified training courses guidelines as well as the Serving & Consumption of Alcohol Procedure enforced by the BCM&CC.
- Payment for servers will be invoiced by the BCM&CC and will be the responsibility of the Renter upon invoicing.
- Servers will carry their Smart Card when on duty. The BCM&CC will retain a copy on file.
- Servers will not consume alcohol while on duty.
- Servers will not serve anyone to the point of intoxication.
- Servers will not serve anyone who appears to be intoxicated and will proceed to offer non-alcoholic drinks.
- There will be no “last” call for alcoholic beverages.
- If tickets are being used a maximum of 5 tickets may be bought at one time
- A maximum of 2 drinks may be served at a time (1 drink per hand rule)

Food and Non-Alcoholic Drinks:

- Non-alcoholic beverages must be made readily available throughout the duration of the event by the Renter or available to be purchased at a cost significantly lower than alcoholic drinks at the bar.
- Patrons will be encouraged to eat food when drinking alcohol.

- Food must be provided at any event that includes the serving and consumption of alcohol. The BCM&CC will provide food for any Museum Events and/or Programs however, any events that are related to a Facility Rental will be the responsibility of the Renter.

Controlling Consumption:

- The serving of a '1 oz. standard drink' will be used as a measure to gauge alcohol consumption by individuals. There will be a supply of food sufficient to serve the persons throughout the event.
- Snacks such as chips, pretzels, and peanuts are not considered food and due to salt intake increase the rate of consumption.

Managing the Intoxicated:

- Loud, aggressive, rude, riotous, quarrelsome, violent, harassing, or disorderly behavior will not be tolerated. This may result in the local police service being called to ensure that the person is taken off the premises.
- A log of incidents is to be maintained to have an accurate record if something does happen.

Alcohol and the Law:

- In the event a person becomes intoxicated or is acting dangerously, Security will carefully and politely deal with that person and if necessary, seek outside assistance from the Police.
- Visitors and Clients are forbidden from bringing their own alcohol onto the premises.

Transportation:

- Serving anyone to the point of intoxication is illegal, however, anyone deemed intoxicated will not be permitted to drive. Security will provide assistance to anyone showing signs of intoxication by providing telephone numbers for taxi cabs or introducing them to a designated driver. Police assistance will be requested if the patron does not co-operate with Security.
- A list of cab companies and contact numbers will be made accessible with servers as well as Visitor Services Reception.

Hours for the Sale and Consumption of Alcohol:

- Monday to Sunday, the Museum will not serve alcohol before 9:00 a.m. or later than 2:00 a.m.
- All orders for liquor must be served before 2:00 a.m.
- All signs of liquor must be cleared 45 minutes after the event end time
- Outdoor licensed event hours will be as follows in accordance with the Town of Saugeen Shores Noise By-Law.

- In addition, music for outdoor events must be shut down in accordance with the Noise By-law and hours stated above

Signage:

These will be posted at all events:

- Sandy's Law Poster
- It's the Law: Servers are prohibited from serving alcohol to participants less than 19 years of age or intoxicated persons or anyone who appears to be at the point of intoxication.
- Ask Your Server about Safe Transportation Options: The BCM&CC will post a list of taxi services for safe transportation.

Other Responsibilities:

- It is the responsibility of the employees, paid bartenders, volunteers, volunteer bartenders and security personnel to familiarize themselves with the BCM&CC Serving and Consumption of Alcohol Procedure and E1 - Workplace Harassment Policy and I2 - Workplace Violence Prevention Policy as a point of reference for scope of responsibilities and course of action.
- These Policies and Procedures will be available for reference when dealing with under-age, intoxicated or troublesome patrons.
- Museum Staff will be accessible for assistance and support.
- Patrons or guests should not be allowed to drive away from the Museum premises if they are deemed unsafe to drive. If the patrons do not co-operate the local Police detachment will be called for assistance.
- Security will ensure that under no circumstances may the intoxicated patron walk away from the Museum on his/her own or the local Police detachment will be called.
- Parking lots and the building exterior will be monitored by Security from time to time to ensure guests are not consuming alcohol outside of the facility and if any person appears to be intoxicated, they will be politely informed that for his/her own safety and the safety of others, he/she will not be permitted to drive.
- Security will assist patrons in finding a safe ride home e.g. call a taxicab or arrange alternate transportation (e.g. designated driver).
- If assistance from Security or a designated driver is refused, Security will report the license number to the local Police Service.
- All incidents and actions will be recorded in a logbook including the date, time of the incidents, names of persons, witnesses, and the response to the incident by Security.

Review of Procedures

This procedure will be reviewed every three years by Management or when deemed necessary for amendments. This Procedure may not be changed without the approval of Bruce County Council, the governing authority of the Corporation of the County of Bruce.

Related Forms & Policies

- Facility Rental Policy
- Facility Rental Agreement
- E1 - Workplace Harassment Policy
- I2 - Workplace Violence Prevention Policy