



ALCOHOL POLICY AT SOCIAL OCCASION EVENTS

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1. BACKGROUND

_____ is not against the use of alcohol when it is served and used in a safe, responsible and legal manner.

At some corporate-sponsored events, such as conferences, special staff/employee workshops and social gatherings (e.g. a holiday season party), alcohol is served or sold in conjunction with the event. Alcohol availability and consumption, however, play a minor role at events and given our mission, every reasonable step is taken to keep drinkers safe, sober and free from behaviours that could jeopardize their own and other peoples' safety, notably driving while impaired.

At the same time, _____ also recognizes that despite good intentions and reasonable precautions, there are inherent health and safety risks associated with alcohol consumption at social events. _____ recognizes that if drinking at one of its events should result in injury or even death, there would be a corresponding risk of corporate liability. Liability cases are expensive to defend and awards are often costly. In addition, such a case would significantly damage _____'s reputation as a leader in promoting health and safety.

2. PURPOSE AND GOALS OF THE POLICY

The purpose of this policy is to establish a set of reasonable rules, regulations and guidelines for serving or selling alcohol at sponsored events. Implementing this policy will enhance drinkers' and other persons' safety and contribute to keeping _____ free of liability

In keeping with this purpose, the goals of this policy are:

- to ensure that those who consume alcohol at company-sponsored events do not become intoxicated or engage in behaviours that could harm themselves or others;
- to keep people in the community who come into contact with persons who have consumed alcohol at a company-sponsored event, safe and out of harm's way;
- to establish rules and guidelines for the safe and legal service of alcohol at all company-sponsored events;
- to set a good example for other employers to follow if they provide alcohol;
- to broadly distribute this policy and assist event sponsors or organizers to implement it;
- to reduce, if not eliminate, the risk of being sued.

Abiding by the rules and guidelines set out in this policy will increase the likelihood of achieving these goals and contribute to the success of social occasion events and the enjoyment of event participants. The final goal of eliminating liability will occur as a natural consequence of achieving the health and safety goals.

3. SOCIAL OCCASION EVENT SPONSORSHIP

1. The policy covers work-related activities at which alcohol is served or sold, such as a staff meeting, conference, community gathering, reception, etc. _____ is considered the sponsor when it, as an organization, department, section, unit or group of employees,

is identified as the body that organizes, plans and hosts the social occasion event.

2. _____ sponsorship is implied if someone at _____, typically a manager formally and/or publicly communicates that _____ supports or endorses the social occasion event.
3. On the other hand, if an individual employee or group of employees or union organizes a social occasion event, with no official involvement, support or endorsement, such an event is considered a private gathering and is not subject to this policy. In these situations, the organizer/host is encouraged to voluntarily adopt the social host guidelines outlined in the appendix of this policy.
4. On the other hand, if an individual employee or group of employees or union organizes a social occasion event, with no official involvement, support or endorsement, such an event is considered a private gathering and is not subject to this policy. In these situations, the organizer/host is encouraged to voluntarily adopt the social host guidelines outlined in the appendix of this policy.

4. SOCIAL OCCASION VENUES

The following is a description of the venues to which the policy components apply. Depending on the venue and sponsorship, different policy components will be implemented.

1. Caterer's endorsement. In this venue, the owner/occupier of a site, such as a hotel operator, sets up a bar for the company. Alcohol is served or sold, under the caterer's licence, to persons attending the social occasion event. If _____ is the sponsor as defined in section 3 above, the policy components in section 5A and B apply.
2. Special Occasion Permit. In this venue, someone on behalf of _____ applies for an Ontario Liquor Licence Act Special Occasion Permit to host an event in an approved physical space at which alcohol will be available. At a SOP event, either the official host or his/her agents purchase and then sell or serve the alcohol or the permit holder hires others to do this. If _____ is the sponsor as defined above in section 3, the policy components in sections 5A and C apply.

5. POLICY COMPONENTS

A. Approval of Alcohol Service at Social Occasion Events

1. Any sponsored social occasion event (see 3.1 and 3.2) where alcohol is available to participants in a licenced venue (see 4.1 and 4.2) must receive prior approval from Senior Management. Sponsored events that are approved are subject to the rules set out in section 5B, C, D and E of the policy.

B. Rules Applied To Alcohol Service By A Catered Licensed Facility (4.1 above)

1. The person who approved the event in conjunction with the person(s) who sought approval will designate a minimum of two employees to act as event coordinators.

Event coordinators perform the following tasks:

- Communicate to the caterer that the sale of alcohol at the event must be

done in strict adherence to the Liquor License Act of Ontario

- Both will attend the event and one or the other or both will be in charge of the event at all times. to ensure that the above requirement is adhered to and encourage drinkers to drink safely in accordance with LRDG
 - Recruit additional volunteers as necessary to help oversee the event and ensure the safe and legal service of alcohol.
 - Advise volunteers of the contents of this policy and meet with them and the caterer prior to the event to review the policy and determine how to deal with problems if they arise.
 - Oversee the event and take responsibility to intervene if violations to the spirit and letter of this policy are broken (e.g. someone is becoming intoxicated, troublesome, rowdy, or violent).
 - Confirm that sufficient general and liability insurance is in effect. Additionally, make sure the owner of the facility also has sufficient liability insurance.
 - Discourage drinkers from driving from the event until they are absolutely sober.
 - If necessary, arrange alternate transportation (for example, event co-ordinators could have a list of designated drivers, public transit schedules and taxi telephone numbers available and visible at the event for people to consult, including tickets and chits as required) and/or call the police to prevent a participant from driving while impaired.
 - Place a safe alcohol consumption sign in a prominent location near the bar and in a table tent format on tables (see no. 12 below).
 - Write a brief report to the person who approved the event after the bar is closed (or soon after) to advise _____ on how well the event went and especially to note if there were any problems encountered and how they were resolved. The report will be delivered to _____ within one week of the event's conclusion.
2. Alcoholic drinks must be sold, not provided for free, unless complimentary drinks are offered, in which case, the Low Risk Drinking Guidelines (LRDG) must be followed.
 3. A maximum of two (2) alcoholic drinks will be sold to any individual customer at one time. Purchased drink tickets (if they are used) can be redeemed for a cash refund, whenever alcohol is available for sale
 4. Alcoholic drinks must be standard drink portions. A standard drink equals 12 ounces of regular strength beer (5% alcohol) or 5 ounces of table wine (12% alcohol) or 1.5 ounces of 80 proof spirits, which indicates that 40% of the contents of the drink (or bottle) contains alcohol.
 5. No person will be allowed to drink to intoxication or beyond. The LRDG apply.
 6. However unlikely, no person who has been consuming alcohol and is intoxicated will be allowed to drive away from the event in such a condition. Alternate

transportation will be provided and arrangements will be made for the transported person to be taken care of until they are sober. The police will be called if necessary.

7. Non-alcoholic drinks must be available and offered complimentary to designated drivers
8. Food snacks must be available.
9. There will be no last call.
10. Only persons of legal drinking age will be served alcohol.
11. Prior to the event and/or opening of the bar, an announcement will be made and/or included in the event publicity reminding people, that complimentary non-alcoholic drinks will be available for designated drivers and that if the other participants are going to be drinking, they should follow the LRDG and pre-arrange for alternate transportation e.g. designated driver, public transit, taxi The notice should also mention that, although this is not condoned, under extenuating circumstances, alternate transportation will be arranged and/or paid for by the company. The names of Event Co-ordinators should be included in this notice.
12. A sign (see B.1. above), such as the following will be posted in a visible location: "_____ is deeply committed to safe alcohol consumption. If you choose to drink alcohol, please follow the low risk drinking guidelines and do not drive under the influence of alcohol. As an alternative, enjoy the non-alcoholic drinks we are pleased to make available to you."
13. Event coordinators and volunteers are prohibited from consuming any alcohol immediately preceding and during the event.
14. Event coordinators will anticipate the number of people who will attend the event and recruit a sufficient number of volunteers to help supervise and manage the event safely.

C. Rules Applied to Alcohol Service at a Special Occasion Permit (SOP) Event. (4.2 above)

1. The person who approved the event in conjunction with the hosts will designate two (2) employees to act as the SOP event coordinators.

SOP event coordinators will perform the following tasks:

- One coordinator will complete and sign the SOP application. The other will be named as an alternate. Both will attend the event and one or the other or both will be in charge of the event at all times.
- Communicate to all SOP staff that the sale of alcohol at the event must be done in strict adherence to the Liquor License Act of Ontario. (See 5 and 6 below.)
- Encourage drinkers to drink safely. Low risk drinking guidelines apply.
- Recruit volunteers and/or hire paid staff to serve alcohol, non-alcoholic drinks and food.
- Oversee the event and ensure the legal and safe service of alcohol.

- ❑ Advise volunteers and paid staff of the contents of this policy and meet with same prior to the event to review the policy and determine how to deal with problems and difficult situations.
- ❑ Oversee the event and take responsibility to intervene if violations to the spirit or letter of this policy are broken.
- ❑ Confirm that sufficient general and damages and omissions liability insurance to cover the SOP is in effect. Make sure the facility owner has sufficient liability insurance.
- ❑ Discourage drinkers from driving after the event until they are absolutely sober.
- ❑ If necessary, arrange alternative transportation and/or call the police to prevent a participant from driving while impaired.
- ❑ Place the safe alcohol consumption sign in a prominent location near the bar and in a table tent format on tables (see number 5.B.12).
- ❑ Write a brief report after the bar is closed (or soon after) to advise the person who approved the event, on how the event went and especially to note if there were any problems encountered and how they were resolved. The report will be delivered to the person who approved the event within one week of the event's conclusion.

In addition to guidelines 2-12 of Section B, the following guidelines must be followed:

2. Event coordinators, volunteers and paid staff are prohibited from consuming any alcohol immediately preceding and during the event.
3. Event coordinators must ensure that the SOP physical setting is safe for everyone in attendance.
4. Event coordinators must take steps to ensure that guests are prevented from engaging in activities that can harm themselves or others.
5. Event coordinators will anticipate the number of people who will attend the event and then recruit sufficient paid staff and volunteers to supervise and manage the event safely.

D. Paid Staff

The event coordinators (C.1) often have the option to hire staff to work at the SOP event (C.5 and B.14).

Paid staff include:

1. Bartenders and servers

Bar tenders and servers must have Smart Serve training and certification. They must serve alcohol in strict compliance with all the rules outlined in this policy.

2. Security Staff

Security staff will assist the coordinators, paid staff and volunteers to keep the

event safe, intervene in potentially problematic situations (e.g., scuffles, fights), deny entry to rowdy, intoxicated or troublesome persons and carefully and peacefully eject persons from the event if called upon to do so.

E. Unpaid Event Volunteers

As stated above, the event coordinators have the option to recruit volunteer staff to work at the SOP or catered event.

1. Volunteers will perform the following roles:

Door workers. These persons will: collect tickets at the door, check ID as necessary, deny entry to troublesome persons and use all reasonable measures available to ensure that no one leaves intoxicated.

Ticket sellers. These persons will: sell drink tickets and observe drinkers for signs of intoxication, refusing sale of drink tickets to those who in their judgement, have had enough.

Floor workers. These person will: clear tables, "go for" whatever is needed and observe for signs of intoxication, communicate risky situations to the coordinators and other staff that require attention.

Kitchen workers. These persons will prepare, serve, and sell food.

6. POLICY APPROVAL AND REVIEW

The Board of Directors has approved this policy on _____.

It will be reviewed annually and the Board of Directors will then make revisions as necessary.

Appendix

Social Host Guidelines

Here are practical and reasonable guidelines hosts can implement to have a safe party. Even implementing a few of them can make the difference between a successful party and one that ends in trouble, injuries and litigation.

1. Let alcohol be a pleasant, safe and legal aspect of the party, but not the reason for it.
2. Respect the rights of partygoers who do not drink alcohol. A way to do this is by serving them (and drinkers too) non-alcohol drinks and food. Make these readily available and well stocked during the entire party.
3. Do not encourage your guests to drink alcohol. Do not rush to refill their glasses the minute they are empty.
4. Serve the alcoholic drinks rather than offering a self-serve bar. That way, you can monitor people's consumption more closely. Encourage guests to follow the Centre for Addiction and Mental Health's Low Risk Drinking Guidelines (i.e. no more than one standard drink – 1 bottle of beer or 5 ounces of wine or 1.5 ounces of liquor - every 90 minutes with at least two hours between their last drink and the time when they leave).
5. Stop serving alcohol well before the party is over.
6. Do not announce a last call.
7. Serve regular-sized standard drinks. Stay away from "doubles" or extra strength beers.
8. Inform your guests, in the politest way you can, in advance of their arrival and at least before they start drinking that they will be cut off if they become intoxicated, rowdy or troublesome.
9. If a guest gets out of hand and you have to control that person, use force only as a last resort and only as much as is required to get control of the situation. Excessive force that results in injury can lead to liability and criminal charges. If you are becoming overwhelmed, call the police.
10. Remember, designated driver does not mean that everyone else can be designated drunks. It is still illegal to serve anyone to intoxication and intoxicated guests significantly increase your risk of being sued if someone is injured.
11. Consider abstaining from alcohol use yourself during the party. Being a sober host will help you make good decisions about keeping your guests safe and sober.
12. Before the party, ask a few guests to be non-drinking volunteers to help you run the party. Having the assistance of sober volunteers can help to keep the party safe. Consider meeting with these volunteers before the party to discuss their role and what to do if trouble develops.
13. Arrange transportation for your guests to get home safely or let them stay overnight. Under no circumstances should an intoxicated guest be allowed to drive. If you have an intoxicated guest driven (taken) home, make sure there will be someone there to receive and take care of him or her until they become sober. As host, you are potentially liable until the person becomes sober. If necessary, call the police for assistance.
14. Do not plan activities like swimming, skiing, or snowmobiling when people will be drinking alcohol. When people are intoxicated these activities become dangerous.

15. Finally, make sure your home insurance will cover the costs in the unlikely event that a claim is made against you. If necessary, purchase additional insurance. Read the fine print to know under what circumstances the insurance is null and void.