



# PROCEDURE

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**PROCEDURE NO:** 207•1

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**TITLE:** Alcohol Management Guidelines

**APPROVAL DATE:** December 1, 2003

**POLICY:** 207, ALCOHOL MANAGEMENT

**REVISION DATE:** May 28, 2018

**SECTION:** Community Services

**RESPONSIBLE**

**DEPARTMENT:** Community Living Service Areas

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## DEFINITIONS

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“City Facilities” within the “Community Living Service Areas” means the:

Coca-Cola Centre;

Dave Barr Arena;

Eastlink Centre;

Heritage Discovery Centre;

The Leisure Centre;

Montrose Cultural Centre;

Museum;

Muskoseepi Park; or

South Bear Creek Park.

“Special Event Liquor Licence” means a legal document that allows the licence holder (Licensee) to host a function with liquor service. Licensee can be individuals, not-for-profit organizations or companies. This Licence can be obtained from retail liquor stores or the Alberta Gaming and Liquor Commission (AGLC)

### Types of Special Event Liquor Licences:

Private non-sale licence - allows licence holders to provide liquor to invited guests free of charge.

Private resale licence - allows licence holders to sell liquor to invited guests.

Public resale licence - allows licence holders to sell liquor at public events.

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## RESPONSIBILITIES

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### Responsibility of the Licensee:

Comply with Alberta Gaming and Liquor Commission Rules

Alberta Gaming and Liquor Commission

10020 - 124 Avenue

Grande Prairie, AB T8V 5L7

(780) 832-3001 - [www.aglc.gov.ca/liquor/special\\_event.asp](http://www.aglc.gov.ca/liquor/special_event.asp)

- Post liquor licence in a prominent location at the event.
- Admit AGLC inspectors and RCMP into premises covered by the Special Event Liquor Licence.
- Take responsibility for the conduct of guests.
- Ensure that guests are not over served.
- Ensure all servers and bartenders have completed ProServe Liquor Staff Training.
- Provide responsible supervision to supervise the event. Supervisors are in addition to security guards.
- Ensure minors are not served liquor or permitted to consume or handle liquor. Only picture identification will be considered acceptable proof of age. Minors can be permitted to attend the event or be employed as food service staff.
- Serve spirits by individual drinks only. A person may not be given or sold a bottle of spirits.
- Set drink prices, provided they are posted and apply to individual drinks only. Multiple drink specials are not permitted.
- Homemade wine, beer or cider cannot be served or consumed and is not allowed in the City Facility.
- BYOB (bring your own bottle) is not permitted.

### **Insurance**

The Licensee shall obtain and keep in force throughout the scheduled time with a company and in a form acceptable to the City the following insurance coverage:

- a) Commercial General Liability Insurance with a minimum of five million dollars (\$5,000,000.00) limit per occurrence for Third Party Bodily Injury and Property Damage;
- b) The City of Grande Prairie shall be a named insured in the policies of insurance described in clause (a);
- c) Certificates of Insurance or certified copies of the insurance policies shall be delivered to the City at least fourteen (14) days prior to the commencement of the scheduled time and shall contain an undertaking by the insurer not to cancel or limit the insurance coverage without first giving ten (10) days prior written notice, by registered mail, to the City.

### **Supervision**

In order to ensure that alcohol is contained within the designated space, minors are not served and that alcohol is not served to guests displaying inappropriate behaviour, the licensee will be required to retain, at their cost, a minimum of one (1) security guard at entrance(s)/exit(s) to the designated space. This security guard will be in full uniform and licensed under the Alberta Securities Services and Investigators Act (SSIA). The Security Company selected must be approved in advance by Facility Manager.

Supervisors must be provided, at a ratio that is acceptable to Facility Manager, in addition to the security guard for the entrance(s)/exit(s). Supervisors must be identified (club vest, badge or ribbons) and may not consume liquor before or while on duty. Supervisors may not act as waiters/waitresses while on supervisory duty.

### **Hours**

The hours of operation must be posted and reflect the hours of operation agreed upon in writing.

Liquor service for Special Event Liquor Licences will be set by the Facility Manager, posted and in accordance with AGLC regulations <https://aglc.ca/liquor>.

### **Clean up Fee**

The Licencee agrees to pay additional fees over and above the regular rental fee to cover the cost of additional clean up. The fee shall be \$50.00 per event day.

### **Suitable locations**

Suitable locations for Special Event Liquor Licences include meeting and conference rooms. At no time may the fire capacity of the City Facility be exceeded.

At no time will authorization be given to groups to obtain a public resale licence to sell or consume alcohol in the stands at any facility.

Other locations within a City Facility or on adjacent lands must be approved by the Community Living Director.

### **Food Service**

Food service is recommended at all functions. Non-alcoholic beverages must be available. Food service is subject to restrictions imposed under the Facility Rental Contract. No outside food or non-alcoholic beverages are allowed in most City Facilities.

### **Responsible Consumption**

In order to prevent drinking and driving, the licensee will be responsible to provide a ride program (bus, taxi, designated driver) to provide alternate transportation for guests under the influence of alcohol or drugs.

### **Damages**

The Licensee will be responsible for any damages sustained to any part of the City Facility caused by their guests.

### **Advertising**

Any advertising for a private function must specify that the function is for “members and invited guests only”. Such advertising may not invite the general public or suggest the general public is welcome.

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### **Responsibility of the Facility Manager**

The Facility Manager will ensure that:

- Events where alcohol is consumed are required to have adequate security on duty. If security is not present the event will be cancelled.
- That violation of AGLC rules and regulations are reported to the AGLC and/or the RCMP.
- Inappropriate behavior due to the consumption of alcohol is identified and dealt with immediately. Patrons exhibiting rowdy, disruptive behavior will be ejected from the City Facility or turned over to the RCMP if necessary.
- Consumption is restricted to approved areas of the City Facility only. Individuals will be approached and politely but firmly told that their behaviour is against the law. If alcohol is removed, no further action will be taken. Physical confrontation should be avoided and no attempt should be made to remove a person physically for violation of the policy. Persons not wishing to cooperate will be reported to the RCMP.
- All incidents or ejection from the City Facility will be documented in an incident report and submitted to the appropriate person(s).
- Notification of the times and dates of function that have been approved for a Special Event Liquor Licence will be circulated to the City Facility tenants.

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### **PROCEDURE FOR APPLICATION**

1. Apply in writing with ten (10) business days notice for permission to purchase a Special Event Liquor Licence.

The suitability and compatibility of user groups will be considered. Compliance with AGLC requirements for a private event licence will also be considered. The Community Living Director may at any time deny the sale of alcoholic beverages at events deemed inappropriate.

Verification of the Security Company retained will accompany the application. (The application must be obtained from the Facility Manager).

2. A letter of authorization will be provided by the Facility Manager enabling the Licensee to obtain a Special Event Liquor Licence.

Authorization will be granted by Facility Manager and the Community Living Director.

3. Book and sign a standard Facility Rental Contract for the rental of the City Facility including meeting and conference rooms and a clean up fee.
4. Provide proof of Certificates of Insurance naming the City of Grande Prairie.
5. Provide a signed Operating Procedures Form as proof of consultation with AGLC Inspector. The purpose of this is for the Licensee to gain a full understanding of AGLC rules and regulations.
6. Provide a copy of the Special Event Liquor Licence forty-eight (48) hours in advance of the function.