



Seguin Municipal Facilities Alcohol Policy

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Section 1: Introduction

The Township of Seguin owns and manages various facilities where alcohol consumption may be permitted under the authority of a Special Occasion Permit issued by the Alcohol and Gaming Commission of Ontario (AGCO). The Township of Seguin has developed a Municipal Facilities Alcohol Policy in order to manage the use of alcohol in designated facilities owned and operated the Township, as well as at events which are endorsed by the Township, in a manner that ensures the health and safety of all participants and the protection of facilities. In conjunction with the Liquor License Act, this Municipal Facilities Alcohol Policy (MFAP) will dictate your rights, responsibilities, and obligations in order to ensure that a minimum standard of conduct and care is met. Without these regulations, people participating in your event might be exposed to danger, and you could be responsible. This policy pertains to all events held at Township of Seguin facilities.

Problems arising from alcohol consumption can affect not only the drinkers but also other people who use the facilities. Some of these problems may include:

- Vandalism and destruction of Township property.
- Police being called to municipal property.
- Injuries to drinkers or other individuals.
- Liability action arising from alcohol-related injuries or deaths.
- Increased insurance rates as a result of alcohol-related incidents.
- Loss of insurability should the insurer's risk assessment escalate.
- Charges laid against the Township or the Special Occasion Permit holder under the Liquor License Act.
- Suspension or loss of alcohol permit privileges by the Liquor License Control Board of Ontario.
- Loss of enjoyment by non-drinkers and moderate drinkers.
- Complaints lodged by offended parties.
- Withdrawal from use of facilities by people concerned about alcohol consumption.
- Loss of revenue due to reduced participation.
- Increased public concern about alcohol consumption.

1.1 Purpose

The Municipal Facilities Alcohol Policy consists of a range of measures designed to prevent alcohol-related problems such as:

- a) Drinking to intoxication
- b) Drinking and driving

- c) Underage drinking
- d) Drinking in prohibited areas
- e) Damage to municipal facilities

As well as to increase the enjoyment of those who use the facilities by reducing the potential for alcohol-related problems, the Township of Seguin concurrently reduces its risk of liability actions.

1.2 Policy Objectives

To provide appropriate and reasonable procedures and education to individuals or groups wishing to hold events in municipally owned facilities; to encourage and enforce responsible drinking practices and adherence to the Alcohol and Gaming Commission of Ontario (AGCO) regulations.

1. To promote responsible use of Township facilities to ensure a safe and enjoyable environment for users.
2. To ensure proper supervision and proper operation of licensed events in order to protect the organizers, the participating public, volunteers, the Township and its staff from liability by providing education in prevention and intervention techniques and through effective management procedures.
3. To encourage and reinforce responsible moderate drinking practices through the development of appropriate operational procedures, controls, training and education.
4. To provide for the balanced use of alcohol through licensed events so that alcohol becomes a responsible part of a social function rather than the reason for the function.
5. To provide a balance of wet and dry facilities and programs so that consumers, abstainers, adults, youth and families will be adequately serviced and protected.
6. To respect the decision of abstainers not to drink alcohol and to encourage their participation by providing alternative non-alcoholic beverages.
7. To clearly outline enforcement and consequences resulting in failure to comply with the policy and regulations.
8. To develop a Township of Seguin Municipal Alcohol Policy that is easy to read and understand.

1.3 Definitions

Alcohol and Gaming Commission of Ontario (AGCO)

<http://www.agco.on.ca/en/home/index.aspx>

Catering Endorsement

Holders of a valid liquor sales license with a catering endorsement are permitted to sell and serve alcohol at events that are held in unlicensed areas other than a licensed establishment, or that are held in unlicensed areas within a licensed establishment (for example, an unlicensed basement). A catering endorsement may not be used at a location if:

- The location's liquor sales license is currently under suspension.
- A liquor sales license for that location has been revoked or refused, or

- A business or individual cannot get a Special Occasion Permit for that location.

Event

For the purposes of this policy, an event refers to any licensed event held at a municipal facility at which alcohol will be served and/or sold. Such events may include but are not limited to weddings, showers, dances, barbeques, and birthday parties. The duration of the event encompasses the setup, operation and cleanup.

Event Organizer

Refers to the individual(s) who have signed the facility rental agreement for an event that will involve the selling and/or serving of alcohol at municipal premises. The Event Organizer and/or designate are responsible for the safety and sobriety of people attending the event as well as compliance with this Municipal Facilities Alcohol Policy (MFAP) and the Liquor License Act and its regulations. They assume responsibility and liability for the entire operation of the event.

Event Worker

A paid/volunteer person(s) appointed by the Event Organizer, who is over the age of 18 and who has satisfactorily proven to the Event Organizer that she/he will act in accordance with the MFAP. All event workers have a responsibility in the operation of the event and shall not consume or be under the influence of alcohol for the entire duration of the event. They assume responsibility and liability for the operation of the event in conjunction with the Event Organizer. Event workers may have one or more of the following roles:

- Floor monitor
- Door monitor
- Server/bartender
- Ticket seller

Liquor License Act (LLA)

Outlines the laws regarding the sale and service of alcohol.

<http://www.agco.on.ca/en/whatwedo/index.aspx>

Municipal Facilities Alcohol Policy (MFAP)

A local policy for municipalities to manage events held at municipally-owned facilities and properties when alcohol is sold or served.

Municipal Properties

All municipally owned or leased lands, buildings, and structures.

Security Personnel

Security personnel monitor entrances and patrol licensed areas to ensure the safety and security of the establishment, its employees, and patrons.

Operational Plan

A coordinated plan of actions to prevent and control potential risks. See the AGCO's document Planning Special Events, Concerts or Festivals tip sheet for more information.

http://www.agco.on.ca/pdfs/en/tip_sheets/3207.pdf

Server Training Program

A certificate training program for serving alcohol that is approved by the AGCO. Server training is required by staff and volunteers who work in areas where alcohol is sold and/or served. An example is the training program offered by Smart Serve Ontario. (<https://www.smartserve.ca/>)

Special Occasions Permit (SOP)

A liquor permit issued by the Alcohol and Gaming Commission of Ontario (AGCO) for social events where alcohol will be sold or served. http://www.agco.on.ca/en/services/permit_special_GPB.aspx

Special Occasions Permit Holder

Refers to the individual who signs the application for a Special Occasions Permit to sell and/or serve alcohol. The permit holder must be at least 19 years of age and shall attend the event to which the permit applies or appoint a designate to attend in the permit holder's place. If the permit holder designates a person to attend the event in the permit holder's place, both the permit holder and the designate shall sign the permit. The permit holder and/or designate are responsible for the safety and sobriety of the people attending the event as well as compliance with this Municipal Alcohol Policy (MAP) and the liquor License Act and its regulations at the event. They assume responsibility for the entire operation at the event.

Standard Drink

A standard drink means:

12oz or 341ml of beer with 5% alcohol **OR**

5oz or 142ml of wine with 12% alcohol **OR**

1 ½ oz or 43ml of spirits with 40% alcohol

Section 2: Designation of Properties and Events

2.1 Designation of Properties

The following facilities and areas in the Township of Seguin are currently designated suitable for the use of alcohol under the authority of a Special Occasion Permit. "Bring your own booze" is not permitted on any municipally owned property/public space. All municipally owned beaches, parks, and green spaces are designated not suitable for special occasion permit events. The Council of the Township of Seguin may change the designation of any site at its discretion at any time.

FACILITY	CAPACITY
Foley Community Hall (Otter Lake Room)	100 people
Foley Community Hall (Rankin Hall)	275 people
Humphrey Community Centre	157 people
Humphrey Ice Pad Surface	500 people
Orrville Community Centre (Swords Room)	59 people
Orrville Community Centre (Seguin Hall)	230 people
Rosseau Memorial Hall	100 people (upstairs)
Rosseau Field House	120 people

2.2 Designation of Events

Youth

- Persons under the legal drinking age cannot be admitted to licensed social events held in municipally owned facilities, except for private family functions (e.g. wedding) or special Township events;
- Underage youth permitted to enter licensed events must be accompanied by an adult;
- Underage youth entering licensed areas must wear a visible hand stamp or bracelet provided by the event sponsors;
- At youth dances, no one who leaves the event will be re-admitted.
- Youth events – age 18 and younger - that youth and minor sports events are not eligible for special occasion permit events.

High risk event

The Municipality, AGCO and/or police, at their own discretion, may deem an event to be high risk. These events will require additional staffing and may require that an operational plan be developed in consultation with the AGCO and local police.

Prevention and control measures may include the use of paid duty police officers, at the expense of the special occasion permit holder.

Private Events (SOP Special Occasions Permit)

As per the Liquor License Act, the following rules apply to private event Special Occasion Permits:

- Invited guests only.
- Absolutely no public advertising. Information about the event may be shared with invited guests only. The event must not be advertised to the public in any way, including but not limited to: flyers, newspaper, internet, social media, radio or television.
- No intent for gain or profit from the sale of alcohol at the event.
- No 50/50 draws, raffles, raffles of alcohol.
- No games of chance, however, games of skill are permitted.
- Silent and/or live auctions are permitted.

Public Event - An event where the general public will be attending.

Section 3: Conditions for Events Involving Alcohol

3.1 Insurance

The Permit Holder and Event Organizer must provide proof of insurance by way of submitting an original Certificate of Insurance to the Township. The Certificate of Insurance must be in effect for the date(s) where Municipal property is being used or occupied by the Event Organizer and Permit Holder. Failure to provide proof of insurance in accordance with this section will void the rental.

Proof of General Liability Insurance coverage in an amount of not less than two million dollars (\$2,000,000.00) must be provided to the Township prior to rental of the facility. The insurance must be issued by an accredited insurance company that is licensed to carry on business in Ontario and that is satisfactory to the Township. The insurance coverage must at a minimum include the following:

- a) Coverage for bodily injury and property damage liability.
 - b) A Liquor Liability endorsement.
 - c) The **Corporation of the Township of Seguin** (5 Humphrey Drive Seguin ON P2A 2W8) shown as an additional insured on the policy.
- Check with your insurance provider to ensure all appropriate parties are included on the policy.
 - The Township of Seguin or hosting organization reserves the right to request even higher limits of insurance should the event be deemed as higher risk.
 - Completed Insurance Certificate, SOP and Rental Agreement must be provided to the Township of Seguin Community Services department at least 2 weeks prior to the event. Failure to submit any of these documents may result in cancellation of having alcohol at the event and/or cancellation of the rental itself.

3.2 Advertising

All advertising must comply with the Alcohol and Gaming Commission of Ontario advertising policies and guidelines. Alcohol and Gaming Commission of Ontario policy states that, a permit holder for a private event special occasion permit is not permitted to advertise or promote liquor or the availability of liquor.

3.3 Event Worker Training

The event organizer is responsible to ensure event workers are in attendance and as needed to monitor, manage, and control the event. It is the responsibility of all event workers to monitor patron behaviour; monitor for intoxication; and bartenders and ticket sellers must refuse sale to patrons at or near intoxication.

Minimum event worker numbers are required on an event worker versus guest ratio basis as described in the table "Guest to Event Worker Ratios". The Township of Seguin reserves the right to adjust the minimum number or types of event workers on an event-by-event basis. This includes the provision of both police and/or licensed security.

Guest to Event Worker Ratios

Number of Guests	Minimum Number of Event Workers				Minimum Number of Security
	Bartenders	Door Monitors*	Floor Supervisors**	Tickets Sellers	Licensed Security Workers
Up to and including 100	1	Monitor at each access point	1	2	
101 to 200	2	Monitor at each access point	2 (+1 for outdoor events)	2	
201 to 300	2	Monitor at each access point	3 (+1 for outdoor events)	2	(1 for outdoor events)
301 to 400	3	Monitor at each access point	3 (+1 for outdoor events)	2	(1 for outdoor events)
401 to 500	3	Monitor at each access point	4 (+1 for outdoor events)	2	1 (+1 for outdoor events)
501 to 600	4	Monitor at each access point	5 (+1 for outdoor events)	3	1 (+1 for outdoor events)
601 to 700	4	Monitor at each access point	6 (+1 for outdoor events)	3	2 *** (+1 for outdoor events)
701 to 800	5	Monitor at each access point	7 (+1 for outdoor events)	3	2 *** (+1 for outdoor events)
801 to 900	5	Monitor at each access point	7 (+1 for outdoor events)	4	3 *** (+1 for outdoor events)
901 to 1,000	6	Monitor at each access point	8 (+1 for outdoor events)	4	3 *** (+1 for outdoor events)

* All access points to the licensed area must be monitored. Each venue will require a varying number of door monitors depending on the layout of the venue.

** The event organizer or official designate can be a floor supervisor.

*** For large events, a portion of security workers must be paid duty officers (required number of officers to be determined by local police).

- For any event that allows admittance to minors, additional floor monitors may be required.
- For every additional 150 guests over 1,000, an additional bartender and an additional floor monitor are required.
- For every additional 300 guests over 1,000, an additional ticket seller is required.
- For every additional 200 guests over 1,000, an additional licensed security worker is required.

It is mandatory that all event workers are Smart Serve trained (must have the updated 2019 training that includes the cannabis module). The event organizer shall provide a list at least 2 weeks prior to the event of:

- All servers and proof of Smart Serve certification (including their certification numbers)
- Security staff and security license numbers (if required)

The event organizer, door monitors, floor supervisors, and servers **shall not consume alcohol** during or after the event is concluded, nor shall they be under the influence of any alcohol or other substance during the event.

It is the responsibility of the event organizer to ensure there are sufficient door monitors (monitoring all entrance and access points to ensure controls are properly managed) and floor supervisors (assisting in managing a person who is refused sale, crowd control and de-escalations of violence):

- The entrance to the event must be monitored by responsible person(s) meeting the age of majority requirements at all times. These persons shall further observe individuals that may be attempting to enter the premises that appear to be intoxicated or have a history of causing problems at events.
- The event organizer has the right to deny entry to any individual.
- When persons under the age of majority are found to have consumed or to be consuming alcohol at an event where alcohol is served, the authorities may be called.

For all outdoor events and all events with more than 1,000 guests, an operational plan must be developed with the Alcohol and Gaming Commission of Ontario and the Township of Seguin in order to ensure that all aspects of public safety are addressed (including Emergency Medical Service [ambulance], fire, security, etc.). The operational plan must be submitted to the Township of Seguin at least 30 days prior to the event. All costs associated with preparing and complying with security and operational plans shall be borne by the event organizer and/or designate unless otherwise agreed upon in writing by the event organizer and Township of Seguin representative.

Required licensed security or paid duty police officers for any events are the responsibility of the event organizer and all costs associated therewith shall be borne by the event organizer.

3.4 Enforcement Procedures

If drunkenness, riotous, quarrelsome, violent, and aggressive and/or disorderly conduct or unlawful gaming is observed at the event, the organizer and their event workers shall:

- First ask the offending person to leave, and
- If the individual refuses to leave, call the Police
- Seek any necessary assistance to maintain control and management of the event and ensure the safety and protection of persons, including event workers.

The event organizer or event worker must notify the Police if they observe signs that a situation is getting out of control. The law clearly states that the event organizer has a "duty to control" - that is, to protect participants from foreseeable harm to themselves or others.

3.5 Prevention Strategies

The following controls and prevention strategies related to selling and serving alcohol shall be in place:

- Alcohol shall not be served to anyone under the age of 19 (minors). Minors are not allowed to consume alcohol on the premises. Additional floor monitors are recommended if alcohol is being served in the presence of minors.
- The only acceptable form of identification accepted as proof of age is government issued photo identification with a birth date.

- a) An Ontario Driver's Licence; or
 - b) A Canadian Passport; or
 - c) A Canadian Citizenship card with a photograph of the person to whom the card is issued; or
 - d) A Canadian Armed Forces ID card; or
 - e) The LCBO's age of majority card; or
 - f) A photo card issued by the Liquor Control Board of Ontario
- All bottles must be retained within the bar area, all drinks must be served in plastic or paper cups.
 - Alcohol shall not be served to anyone who may appear intoxicated.
 - At events where costumes are worn (eg. Masquerade parties or Halloween parties), participants shall be required to identify themselves to event staff on demand.
 - Closing time is 1:00 a.m. Alcohol service shall cease at least 30 minutes prior (12:30am) to the end of the licensed period of the event. All alcohol and its containers (which include empty cups/glasses) shall be cleared away no more than 45 minutes after the end of the licensed event as listed on the Special Occasion Permit. The facility must be vacated by 2 am.
 - Last call shall not be announced.
 - Tickets for alcoholic beverages must be different than tickets for non-alcoholic beverages. Ticket sales for alcohol shall be limited to 4 tickets at one time per person. Unused tickets will be refunded while the bar is open and 30 minutes after closing.
 - Alcoholic service shall be limited to two drinks per person at one time. Alcohol cannot be left available for self-serving.
 - Bartenders are prohibited from mixing alcohol and cannabis products. Patrons should be strongly discouraged from mixing any types of cannabis and alcohol substances.
 - All outdoor licensed areas are required to have a barrier at least 0.9 metres high. Higher barriers and additional criteria may be required at the discretion of the Township of Seguin.
 - The event sponsor and event workers must ensure that the physical setting is safe for both drinkers and non-drinkers and prevent patrons from engaging in activities that can harm themselves or others.
 - Event workers are to encourage patrons to consume food, non-alcoholic and low alcohol beverages. Non-alcoholic drinks must be available at no charge or at a cost much lower than that of drinks containing alcohol.
 - The Ontario Provincial Police will be requested to visit S.O.P. events.
 - No fortified drinks or extra-strength drinks shall be sold. Beer products with more than 5% alcohol, wine products with more than 12% alcohol and spirits with more than 40% alcohol, are considered "fortified" alcohol products. Beer and coolers are not to exceed 5% alcohol content (standard drink measure).
 - Pre-made alcoholic drinks such as jello shooters are **NOT** allowed.
 - There must be sufficient food available (for purchase or at no cost) for those in attendance. Food must be available starting at the beginning of alcohol service and must not be removed until the bar closes. Food available is not satisfied by snack foods such as chips, peanuts, popcorn.
 - Sponsors are encouraged to limit the number of free drinks provided to guests during an "open bar" event to two (2) drinks per person.
 - No energy drinks (with or without alcohol in them) shall be sold.
 - Homemade alcohol shall not be allowed at any Special Occasion Permit function, with the exception of homemade wine or beer at a religious function listed under a NO SALE reception permit, as defined by the Alcohol and Gaming Commission of Ontario. Where wine is provided with

a meal, a non-alcoholic substitute (such as water, pop or juice) must be provided to ensure that children and abstainers are included in toasting the celebrants.

- No persons shall be allowed to bring in their own alcohol to the event or allowed to pour their own alcoholic drinks.
- Alcohol shall not be offered as a prize in a contest. A lottery license is required if raffling alcohol (charities only). Gift cards for the LCBO are allowed as an exception.
- Marketing practices which encourage increased consumption of alcohol (e.g., oversized drinks, double shots, pitchers, drinking contests, jello shooters, volume discounts) are not permitted.

3.6 Safe Transportation

Event organizers are responsible to take the necessary steps to reduce the possibility of impaired driving. As a condition of rental, the event organizer must have a Safe Transportation Strategy in effect. Elements of a Safe Transportation Strategy could potentially include:

- Providing non-alcoholic beverages either at no charge or at a cost much lower than that of drinks containing alcohol.
- Providing alternate means of transportation for those who are suspected to be intoxicated (i.e., call a friend, relative, or taxi).
- Announce/post alternate transportation options available at the event.
- Post local cab/taxi phone numbers.
- Calling police if someone who is suspected to be impaired cannot be convinced to use alternate transportation.
- Providing a designated driver program which encourages and identifies designated driver.

The designated driver program and relevant local taxi phone numbers must be prominently posted. Alternate means of transportation shall be provided for all those suspected to be intoxicated.

3.7 Signage

During events where alcohol is served, the following signage shall be displayed in prominent locations:

REQUIRED SIGNAGE PROVIDED BY MUNICIPALITY

Ticket Sales (signage posted where tickets are being sold)

- Maximum number of tickets that can be purchased at one time is 4.
- Ticket sales end 30 minutes before the bar closes.
- Unused tickets will be refunded while the bar is open and 30 minutes after closing.

Bar Area (posted within the licensed bar area)

- "Bartenders reserve the right to refuse service"
- "Bartenders cannot serve alcohol to anyone who is intoxicated or appears to be at the point of intoxication"
- "Bartenders cannot serve alcohol to anyone under 19 years of age"
- "Number of tickets available for redemption at one time 2"
- Proper ID must be presented to event staff when requested"
- "You can only be served a maximum of two alcohol drinks at any one time"
- "Bar will close at 1am at the latest"
- "There will be no Last Call"
- "Servers are not allowed to consume alcohol prior to or during their shift(s)"

Sandy's Law (Warning sign for pregnant women)

Restricted Area

- "No Alcohol beyond this point"

REQUIRED SIGNAGE PROVIDED BY PERMIT HOLDER

- The Permit Holder shall post the Special Occasion Permit in a conspicuous place on the premises to which the permit applies or shall keep it in a place where it is readily available for inspection.

Safe Transportation

- List of safe transportation options
- "The R.I.D.E. program is in effect in our community."

ADDITIONAL RECOMMENDED SIGNAGE

- "Low or non-alcohol drink options are available."
- "What is a standard drink?" sign
- "Canada's Guidance on Alcohol and Health" sign
- It is also recommended that the Permit Holder post their name and contact information at the entrance/exit to the venue.

Section 4: Infractions and Violations

4.1 Duty to Report

The event organizer has the duty to report to the municipal representative issues with details of any incident that:

- The event organizer and/or designate are aware of or has been made aware of any Liquor License Act of Ontario or Municipal Facilities Alcohol Policy violations
- Where an Alcohol and Gaming Commission of Ontario Inspector under the Liquor License Act of Ontario has reported any incident or violation
- Involves bodily injury or property damage

Police shall be informed by the event organizer and/or designate as appropriate. Reports shall be made no later than two days after the conclusion of the event, but shall be made immediately when repairs or other action is required to make the property secure or safe for use. Township of Seguin representatives shall report and infraction of this policy to police and/or Alcohol and Gaming Commission of Ontario whenever they believe such action is required.

4.2 Failure to Comply and Penalties

Where there has been a failure to comply with the Liquor License Act of Ontario, the police or the Alcohol and Gaming Commission of Ontario inspector may intervene for enforcement purposes and may, at their discretion or other authority, terminate the event. The Township of Seguin may similarly cancel, intervene or terminate the event for violations of the MFAP. It remains the responsibility of the event organizer and/or designate to manage the event and to take appropriate actions, including ending the event, vacating municipal property, maintaining insurance, any conditions of insurance, and providing safe transportation options.

Regardless of the reason for termination of the event, the Township of Seguin will not be responsible for any compensation to the event organizer and/or designate or affected persons of their resulting financial, or other losses.

The Township of Seguin shall subsequently inform the event organizer, and/or designate and any organization they represent, that there has been a violation of the policy and any imposed consequences or penalties.

Additional short term and longer term penalties for failure to comply may include, but are not limited to:

- Loss of privilege to hold an event involving alcohol in a municipal property or facility
- Loss of any future use or rental of any or all municipal properties
- Individual ban or suspension of persons involved in the infractions from any or all municipal properties for any term

Section 5: Policy Review

The Municipal Facilities Alcohol Policy shall undergo an annual review based on change within the industry standards and shall be updated as required. The Township of Seguin reserves the right to make discretionary changes to this Municipal Facilities Alcohol Policy at any time, and will advise the event organizer of any such changes prior to the event.

On behalf of the Township of Seguin, we wish you a successful and enjoyable event!

Appendix A: Event Organizer Checklist for Liquor Licensed Events

(This checklist must be signed and submitted to the Township of Seguin with all supporting information at least 2 weeks before the event. (See the Municipal Facilities Alcohol Policy for additional information).

- 1. Name of Event: _____
- 2. Location of Event: _____
- 3. Date and Time of Event: _____
- 4. Estimated Attendance: _____
- 5. Will persons under 19 years of age be attending this event? Yes No
- 6. Name of event organizer (the person and/or group sponsoring/hosting this event): _____

7. Name of Special Occasion Permit (SOP) holder and all official designates:

SOP Holder

Name: _____ Phone: _____ Cell: _____

Official Designates

Name: _____ Phone: _____ Cell: _____

Name: _____ Phone: _____ Cell: _____

8. If applicable, a copy of the SOP permit has been provided? Yes Date Received: _____

9. Proof of liability insurance has been provided? Yes Date Received: _____

10. The safe transportation strategies that will be used at this licensed event are:

a) _____

b) _____

c) _____

12. List the names and certification numbers of the Smart Serve trained event workers for this licensed event:

Name

Certification Number

(Proof of certification must be available on request.)

13. List the names and security licence numbers for security staff for this event:

Name	Security Licence Number
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

(Proof of certification must be available on request.)

I have received, read and understand all the Municipal Facilities Alcohol Policy (MFAP) regulations AND I and my event workers will observe and obey all policy regulations during this event. I hereby acknowledge that if there is anything that I not understand with respect to this Policy it is my responsibility as the event organizer and/or SOP holder to contact the Township of Seguin (705-732-4300 x263) to obtain clarification and understanding.

Signed at _____, Ontario this ____ day of _____, _____.

Print Name of Event Organizer Signature of Event Organizer Date

Print Name of SOP Holder Signature of SOP Holder Date