

**ALCOHOL MANAGEMENT POLICY NO. P-01/2014**

**BERT CHURCH THEATRE FACILITY**

**GUIDELINES**

**Effective Date:** March 18, 2014

**Approved On:** March 17, 2014

**Approved By:** CPT

**Amended On:** \_\_\_\_\_

**Approved By:** \_\_\_\_\_

The following Guidelines are to be used in conjunction with Alcohol Management Policy No. P-01/2014.

**PURPOSE:**

The purpose of these Guidelines is to establish the manner in which Alcoholic Beverages may be offered at Events within the Bert Church Theatre Facility.

**SCOPE:**

These Guidelines apply to any Event Organizer(s) of Events, all Staff Members, and the Director of Community Services.

**DEFINITIONS:**

- 1. Adult:** A person who has attained the age of majority as defined under the *Age of Majority Act*, R.S.A. 2000, Chapter A-6, as amended;
- 2. Alcoholic Beverage:** May consist of a Single Serving;
- 3. Auditorium:** The theatre proper located at 1010 East Lake Boulevard, Airdrie, Alberta;
- 4. City:** The City of Airdrie, being a municipal corporation incorporated pursuant to the *Municipal Government Act*, R.S.A. 2000, Chapter M-26, as amended;
- 5. City Council:** The Municipal Council of the City of Airdrie;

**6. Community Space:** Foyer, box office, green room, washrooms, and bar area located within 1000 East Lake Boulevard, Airdrie, Alberta;

**7. Event:**

A theatre/performing arts production, festival, ceremony, competition, concert, or political/social gathering open to ticket holders from the general public or by invitation. Such event may be sponsored by the City or requested from a private not-for-profit or private for profit entity. If an event is a non-City sponsored event, it must be authorized by the City through a standardized application process.

**8. Event Organizer:** The individual or group who assumes all Event liability, and responsibilities for planning and controlling the Event. Duties include, but are not limited to acquisition of necessary permits/licenses, insurance, coordinating transportation, and providing Event support such as security, catering, emergency plans, and cleanup;

**9. Facility:** The Bert Church Theatre Community Space located at 1000 East Lake Boulevard, Airdrie, Alberta, and/or the Bert Church Theatre Auditorium located at 1010 East Lake Boulevard, Airdrie, Alberta;

**10. Staff Member:** Paid employees of the City and/or authorized volunteers working on behalf of the City at an Event. All such Staff Members must be the age of majority and carry valid ProServe Liquor Staff Training certification for all Events involving alcohol beverage service.

**11. Identification Card:** Photograph identification of Government issue that indicates date of birth or other photograph identification accompanied by identification of Government issue registered in the name of and matching the face of the person producing the identification. Staff reserve the right to request two (2) pieces of identification for anyone who appears to be under the age of twenty-five (25) years during an Event at which alcohol is served;

**12. Licensed Premises:** The premises described in a Liquor License issued under the *Gaming and Liquor Act*, R.S.A. 2000, Chapter G-1, as amended, or the premises for which a Special Event License has been issued by the Alberta Gaming and Liquor Commission.

**13. Minor:** A person who has not attained the age of majority as defined by the *Age of Majority Act*, R.S.A. 2000, Chapter A-6, as amended;

- 14. Patron:** A person who is a paying customer, invitee, or ticket holder for the Event at the Facility;
- 15. Prohibited Beverage:** Any alcoholic beverage in the Facility that has not been sold by a Staff Member within the Facility.
- 16. Single serving:** one alcoholic beverage consisting of no more than:
  - a. Spirits – 28.5ml (1oz), maximum 40% alcohol content
  - b. Wine – 142 ml (5oz); (no privately produced wine permitted)
  - c. Bottled Beer/Coolers – 341 ml/bottle, maximum 5% alcohol content
  - d. Canned Beer/Coolers – 355 ml/can, maximum 5% alcohol content
- 17. Theatre Manager:** The City employee who holds the position of Theatre Manager at the Facility or his designate.

## **PROCEDURES:**

### **1) Event Planning**

- a) Private Event Organizers must complete a Facility Event application to the City at least ninety (90) days prior to their intended event date.
- b) The City will review each Event application received. The nature of an Event will determine if Alcoholic Beverages will be permitted in the Facility. The Event Organizer will be notified by the City sixty (60) days prior to the Event date regarding the status of the Event application.
- c) Upon availability of the Facility, all supporting documents required by the City must be received by the City at least fifteen (15) days prior to the Event date.
- d) Where alcohol service is deemed inappropriate for the Event, no sale or consumption of Alcoholic Beverages will be permitted anywhere in the Facility.
- e) Event organizers intending to sell alcohol as part of their event will be required to prepare a security plan to ensure the safety and security of their patrons. Based on the nature of the event, accredited security personnel may be required.
- f) An Event organizer will be named as lessee on the Facility rental agreement for the duration of their Event.

- g) Event organizers must acquire and maintain the following minimum insurance coverage at their own expense, placed with Insurer(s) licensed in the Province of Alberta:

*Special Event and/or Commercial General Liability insuring against third party Bodily Injury (including death), Personal Injury and Property Damage, including Products and Completed Operations Liability, in an amount not less than TWO MILLION DOLLARS (\$2,000,000) per occurrence covering all activities of the Event and a minimum TWO HUNDRED THOUSAND DOLLARS (\$200,000) tenants legal liability. Such policy must include a waiver of subrogation in favour of the City where permitted by law, and show the City as an additional insured.*

The Event organizer must evidence the above insurance in a form satisfactory to the City at least fifteen (15) days prior to the Event date.

- h) The Event holder shall indemnify and save the City harmless from all claims arising from the Special Event License or Event.

## **2) Admissions**

- a. The occupancy load of the Facility is inclusive of all Staff and must not be exceeded.
- b. No person will be permitted to the Facility with a Prohibited Beverage.
- c. Prohibited Beverages within the Facility will be confiscated by a Staff Member. Persons found in possession of Prohibited Beverages will be subject to ejection from the Facility and/or Police intervention.
- d. If a Staff Member has reasonable grounds to believe that a Patron seeking to enter the Facility may be in possession of a Prohibited Beverage, the Patron may be refused admission, in which case the Patron shall receive a refund for the face value of their ticket.
- e. A Patron who appears to be intoxicated will not be allowed into the Facility. If the Patron already has an admission ticket, the face value of the ticket will be refunded. If the Patron is attempting to purchase a ticket, the sale will be denied.
- f. A Staff Member may eject a Patron who appears to be intoxicated if he or she becomes disruptive to others. In the event a Patron is ejected, the face value of the ticket will not be refunded.

## **3) Sale of Alcoholic Beverages**

- a. Alcoholic Beverages will only be sold and served by Staff Members for Events held at the Facility.
- b. Alcoholic Beverages will not be sold to Minors. If age is in doubt, the Patron seeking to purchase an Alcoholic Beverage must produce an Identification Card to a Staff Member before being allowed to do so. A Staff Member may request proof of age at any time while serving Alcoholic Beverages, or request two (2) forms of identification.
- c. No person at the Event may sell or provide liquor to a person apparently intoxicated by alcohol or drugs.
- d. All Staff Members who serve Alcoholic Beverages will be trained in methods of identification of intoxicated individuals, methods of handling such individuals, the proper course of action to be taken, and responsible beverage service policies. Staff Members must produce evidence of current ProServe accreditation.
- e. Alcohol sales may commence sixty (60) minutes before the Event begins and will not be available during performances within the Auditorium. Alcohol sales will terminate for the Event at the end of the last intermission for Auditorium performances or thirty (30) minutes prior to the conclusion of other Events at the Facility. Alcoholic consumption is permitted in the Facility for one (1) hour after Alcoholic Beverage sales cease.
- f. There will be no “last call” announcement for Alcoholic Beverages. Consumption of alcoholic beverages will be permitted within the Facility for one (1) hour after the sale of alcoholic beverages has ceased.
- g. Non-alcoholic beverages must be available at all times and shall be provided at no charge or at a cost lower than Alcoholic Beverages.
- h. Alcoholic Beverages will not be offered free of charge or given away under any circumstance. All licensed premises must have a liquor menu. The menu must indicate the quantity of liquor in each drink and the price in accordance with *the Alberta Gaming and Liquor Regulation Section 66*.
- i. Alcoholic Beverages will be limited to a single Standard Serving. Pitchers of beer or bottles of wine placed on tables are strictly prohibited.
- j. Purchases will be limited to two (2) Alcoholic beverages per Patron at any one time through liquor tickets only. No cash will be accepted at the bar.
- k. Alcoholic Beverages will not be sold to an already intoxicated person.

- I. The sale of Alcoholic Beverages will occur only in the Community Space portion of the Facility. All food and/or beverages must be consumed within the Community Space area. No food and/or beverage containers are permitted within the Auditorium, regardless of content.

#### **4) Enforcement and Intervention**

- a. Staff Member(s) and, or Event Organizers may request that a Patron who is exhibiting rowdy, disruptive, or abusive behavior leave the Facility as per *Alberta Gaming and Liquor Act Section 70(a)*. Police may be called if the request is refuted.
- b. Minors and/or Patrons providing alcohol to Minors should be reported to the RCMP and may be taken to the Facility office to await the arrival of the RCMP.
- c. Patrons who appear to be Minors while in possession of Alcoholic Beverages and who are unable to produce an identification card proving they are of the age of majority will have their beverages confiscated.
- d. The Event Organizer is responsible for providing alternative transportation for Patrons who have consumed alcohol during the Event that may be intoxicated (i.e.: buses, taxis, designated drivers).
- e. Signage will be posted in the Facility with respect to available options to prevent drinking and driving.
- f. Any and all incidents of Patrons causing disturbances, including denial of admissions and ejections from the Facility, will be documented in an Incident Report and submitted to the Risk Management Department.
- g. Supervision of all entrances and exits at the Event must be arranged by the Event Organizer.
- h. A Staff Member will intervene whenever he/she encounters a violation of the Policy and/or Guidelines. Intervention may involve informing the offending individual(s) of the policy violation and asking that it stop.
- i. A Staff Member will notify Police if a condition exists that is unsafe to them or other Patrons in the Facility.

#### **5) Public Awareness**

- a. The Event Organizer will utilize space on digital message signs and post signage within the interior of the Facility to display messages discouraging excessive alcohol consumption, illegal consumption, and impaired driving from any Event where Alcoholic Beverages are sold.
- b. Signs will be placed in the immediate bar area where Alcoholic Beverages are sold summarizing the policies of the City concerning alcohol sales and consumption as approved by the City's Corporate Communications department. Such signage will also discourage excessive alcohol consumption, illegal consumption and impaired driving.
- c. Staff Members who are acting in an official capacity at the Event must be easily identifiable through common dress and/or an identification name tag approved by the Theatre Manager.
- d. During the Event, all Staff Members in the Facility must be available to assist Patrons with any concerns they may have during their visit.

These Guidelines will be reviewed and, if required, amended by the Theatre Manager in accordance with City practices.

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City Manager