



Alcohol Events and Rentals Policy

Original Prepared By: Jen Martin Director of Recreation & Community Services	Approved: Motion #: RES-30-2024
Date:	Approval Date: January 22, 2024
Revision Prepared By:	
Date:	Approval Date:

PURPOSE

The purpose of this policy is to provide guidance and consistency to Town staff and residents as it relates to hosting events, activities, and rentals permitting the use of alcohol at applicable Town facilities.

PROCESS

Town planned and ran events involving the serving of alcohol at Torbay Common:

- The Town will hire trained Bartenders to serve all alcohol with no exceptions. If a bartender is not available, no alcohol will be permitted to be served.
- All Town hired Bartenders must have the Smart Serve course offered by Hospitality NL and must have previous bartending experience.
- If an event has more than 100 people registered, then a minimum of two bartenders must work that event.
- Individual drink prices will be determined by the Town as referenced in Schedule A.
- Security is required for events where more than one serving is being served during the duration of the event.
- NLC Act and Regulations must be followed as per Torbay Common Liquor License requirements.

Facility Rentals requesting alcohol be permitted at Torbay Common:

- A Town hired and trained Bartender must be used. The cost of the Bartender will be added to the rental agreement as a rental fee.
- If a rental has more than 100 people attending, then a minimum of two bartenders must work that rental.

- Individual drink prices will be determined by the Town as referenced in Schedule A.
- Director of Recreation and Special Event Coordinator to determine if security is needed for an event.
- In addition to the cost of the facility rental as shown in schedule B attached, additional costs will be required to be covered by the rental party. These include bartender wages and security services as shown in Schedule A.
- There will be a minimum of two security guards needed for all rentals where alcohol is served.
- The Town has the right to refuse any rental requests involving alcohol that they feel is not appropriate to be held at Torbay Common.
- All rentals involving the serving of alcohol must follow all guidelines as listed in schedule A attached.
- The rental party will be required to complete a facility rental application.

Facility Rentals requesting alcohol be permitted at Upper Three Corner Pond:

- The Town does not permit bring your own alcohol events at this venue.
- If a renter is interested in hosting an event at this facility which involves the use of alcohol, they will be required to apply for a Special Event Liquor License with the Government of NL at their own cost.
- If the license is successfully approved, it must be submitted to the Director of Recreation and Community Services for review before the facility rental is confirmed.
- The Town has the right to refuse any rental requests involving alcohol that they feel is not appropriate to be held at Upper Three Corner Pond.
- Rental fees as outlined in Schedule B attached will apply to all rentals.
- The rental party will be required to complete a facility rental application.

POLICY REVIEW

This policy will be reviewed annually or as deemed necessary by the Chief Administrative Officer. All changes shall be subject to final approval of Council.

APPROVAL

Chief Administrative Officer: _____

Date: _____

SCHEDULE "A"
CONDITIONS FOR SERVICE OF ALCOHOL AT OCCUPANCY

1. No outside alcohol is permitted in the Facility.
2. Bartenders will follow responsible service protocols and have the sole discretion to refuse service in the event a Person appears intoxicated.
3. Consumption of alcohol is prohibited in the Facility parking lots and outside areas. "Car bars" are prohibited during the Occupancy and persons found operating a "car bar" are subject to removal from the Facility and the Occupancy is subject to immediate termination at the Director's discretion.
4. Consumption of alcohol is prohibited in Facility change rooms.
5. Government issued photo identification with the year of birth is the only acceptable form of identification and will be required of all persons at events in which alcohol is served.
6. There will be no "last call" notice or announcement.
7. Persons found providing alcohol to minors are subject to removal from the Facility and the Occupancy is subject to immediate termination at the Director's discretion.
8. Alcohol purchased during the Occupancy must be consumed on site. Unconsumed alcohol is not permitted to be taken off site when the Occupancy is ended.
9. Additional security personnel will be required for alcohol-related Occupancy, as determined by the Director. The charges for additional security personnel will be paid for in advance by the Renting Party at a rate of \$22.00/hour, plus HST. The foregoing is the current applicable rate, which is subject to change.
10. A damage deposit of \$500.00 may be required for all events at which alcohol will be served.
11. Alcohol Event Staff (Bartenders) deemed necessary by the Town shall be charged to the Renting Party at a rate of \$15.00/hour, plus HST. The foregoing is the current applicable rate, which is subject to change.
12. A fee for additional tables and chairs, to be determined prior to the Occupancy based upon third party rates, will apply to all rentals having 125 or more attendees.
13. The Town will charge a minimum of \$6.50 for individual drink servings which includes highballs, beer, and a 5oz glass of wine. The foregoing is the current applicable rate, which is subject to change.

**SCHEDULE “B”
FACILITY RENTAL FEES (HST WHERE APPLICABLE)**

Torbay Common Community Centre:

*Non-Prime Hours (Monday-Friday 8:30 am – 2:30 pm)

Multi-purpose Room (3 available): Per room (hourly)	\$30.00
---	---------

Gymnasium: Half Gym (hourly)	\$30.00
------------------------------	---------

Gymnasium: Full Gym (hourly)	\$46.00
------------------------------	---------

*Prime Hours (Monday-Friday 2:30 pm – 11:00 pm & all-day Saturday and Sunday)

Multi-purpose Room (3 available): Per room (hourly)	\$36.00
---	---------

Gymnasium: Half Gym (hourly)	\$36.00
------------------------------	---------

Gymnasium: Full Gym (hourly)	\$56.00
------------------------------	---------

Upper Three Corner Pond:

Multi-Purpose Building (hourly)	\$60.00
---------------------------------	---------

Softball Hut Building (hourly)	\$60.00
--------------------------------	---------