

Corporation of the Town of Petawawa

By-law 1667/24

**Being a By-law to Amend By-law 1119/17, Being a By-law to Establish a
Municipal Alcohol Policy**

Whereas the Council of the Corporation of the Town of Petawawa wishes to amend the municipal alcohol policy as adopted by By-law 1119/17;

Now Therefore be it enacted by the Council of the Corporation of the Town of Petawawa as follows:

1. That the "Town of Petawawa Municipal Alcohol Policy" attached hereto as Schedule "A" be and is hereby adopted.
2. That Schedule "A" is deemed to form part of this by-law and replaces the Schedule "A" adopted by By-law 1119/17.
3. This by-law shall come into force and take effect following third reading.

By-law read a first and second time this 17th day of June 2024.

By-law read a third time and passed this 17th day of June 2024.


Signature of the Mayor


Signature of the Clerk

Schedule "A" to By-law 1667/24

Municipal Alcohol Policy

June 2024



**The Corporation of the
Town of Petawawa**

Community Services Department

PURPOSE:

To provide a policy and guidelines to direct the responsible management of alcohol consumption in and on municipally owned and controlled facilities.

SCOPE:

The Town of Petawawa is the holder of a licence to sell liquor under the Liquor Licence Act of Ontario. The Town also holds a Licence "Catering" endorsement which permits the Licence holder to operate bars at events in locations other than those areas which are specified on the Licence, as long as the event is not sponsored by the Licence holder.

The areas covered by the Licence are outlined in Regulation 2, on page 5 of this document. There are occasions in which the Town deems it appropriate to serve alcohol in areas other than the specified locations.

Service of alcohol is performed by the Petawawa Civic Centre Fundraising Committee, a registered charity whose objects are to raise funds to support the capital needs of the Civic Centre as well as community festivals held at the Civic Centre. Service is also performed by others who rent Town Facilities for a variety of functions. Some events are covered by the Town Liquor Licence; others are operated under a Special Occasion Permit issued by the Alcohol and Gaming Commission of Ontario in the name of the event sponsor.

The Town of Petawawa is required to manage the use of alcohol in all facilities owned and operated by the Town in a manner that ensures the health and safety of all participants and the protection of facilities, and which will mitigate any potential liability as a result of alcohol use on Town property.

OBJECTIVES:

1. To create a safe and reasonable alcohol environment at Town facilities for users and staff in order to enhance enjoyment of events and amenities by consumers, abstainers, adults, youth and families;
2. To protect the public and staff against bodily injury and property damage caused by alcohol use or abuse;
3. To provide appropriate procedures and education to ensure that all Alcohol and Gaming Commission of Ontario legislation pertaining to liquor licences is properly understood and complied with;
4. To provide Users and Staff with Municipal guidelines and prevention tools aimed at reducing the potential of alcohol related incidents;
5. To reduce the Town's and Event Sponsors' exposure to legal liability which could result from the improper operation of a licensed event or the abuse of responsible consumption; and

6. To encourage and reinforce responsible moderate, low risk drinking practices through the employment of appropriate operational procedures, controls, training and education.

DEFINITIONS

In this policy document the following definitions shall apply:

Alcohol: Spirits, wine or beer or any combination thereof and includes any product of fermentation or distillation in a form appropriate for human consumption as a beverage and which is controlled by the Liquor Licence Act of Ontario.

A.G.C.O: The Alcohol and Gaming Commission of Ontario is responsible for administering the Liquor Licence Act that covers most aspects of Ontario's beverage alcohol laws. These laws provide the regulatory requirements for responsible sale and service of beverage alcohol in the province. For more information – www.agco.on.ca. Specific SOP information can be found at www.agco.on.ca/en/whatwedo/permit_special

Designate: A person(s) appointed by the Sponsor, and acceptable to the Town, who is over the age of 18 and who has satisfactorily proven to the Sponsor that (s)he will act in accordance with the Municipal Alcohol Policy.

Facility Representative: City Official or designate having operational jurisdiction over a Town premise.

Good Standing: A person in good standing is one who has no prior unresolved issue of non-compliance to the Town of Petawawa Municipal Alcohol Policy or related Town of Petawawa By-laws, Policies and Procedures, Terms and Conditions and Standards, and who operates in compliance with the Liquor Licence Act.

M.A.P: Municipal Alcohol Policy for the Town of Petawawa.

Monitor: A paid or volunteer person appointed by the Sponsor to observe the progress of an event to ensure compliance of all applicable regulations. This person must be over the age of 18 years.

Policy: A policy under the Municipal Alcohol Policy.

Premises: All Town of Petawawa owned or leased lands, buildings, and structures, or any of them.

S.O.P: A Special Occasion Permit issued by the Alcohol and Gaming Commission of Ontario to permit serving of alcohol in an otherwise un-licensed area.

Sponsor: Any person seeking to hold an event involving the serving or consumption of alcohol on Town premises.

Town: The Corporation of the Town of Petawawa and all its agents.

Trained Server: A paid or volunteer person who is over the age of 18 and has successfully completed a recognized alcohol server training course such as Smart Serve or Server Intervention Program.

REGULATIONS

REG. 1: Liquor Events and Service Authorization

All events selling or serving alcohol on municipally owned and controlled facilities must be under the authority of the Town's Liquor License or a Special Occasion Permit (S.O.P.) issued by the Alcohol and Gaming Commission of Ontario. The Town operates a bar service under the auspices of its liquor license. The Petawawa Civic Centre Fundraising Committee provides bar operation services on behalf of the Town. Proceeds generated through the sale of alcohol by the Petawawa Civic Centre Fundraising Committee are used to support the capital needs of the Petawawa Civic Centre as well as community festivals held at the Civic Centre. Event organizers wishing to utilize this service must notify the Town at time of booking. The Town of Petawawa highly recommends the use of the Town's bar service for events that will incorporate the sale of beverage alcohol.

Sponsors wishing to operate their own bar service at their event must do so through a Special Occasion Permit (S.O.P.) and must follow all applicable regulations of the Municipal Alcohol Policy, the Terms and Conditions contained within their Facility Rental Agreement and the Liquor License Act of Ontario. Sponsors wishing to operate their own bar must notify the Town at time of booking.

Types of S.O.P.'s include:

Private Event SOP's: For events where only invited guests will attend. These events cannot be advertised and there can be no intent to gain or profit from the sale of alcohol at the event. Examples include a wedding reception, an anniversary party, baptism or birthday party, among others, where only family, friends and people known to the hosts or permit holders are invited to attend.

Public Event SOP's: For events that are open to the public. Public events can be advertised and allow for fundraising/profit from the sale of alcohol. A Public Event SOP can be issued:

- To a registered charity under the *Income Tax Act* (Canada);

- To a non-profit organization or association organized to promote charitable, educational, religious or community objects;
- For an event of provincial, national or international significance; or
- For an event designated by a municipal council as an event of municipal significance.

Industry Promotional Event SOP's: For events held to promote a manufacturer's product(s) through sampling. There can be no intent to gain or profit from the sale of alcohol at the event.

REG. 2: Facilities and Areas Licensed

The following facilities / areas are licensed under the Town's liquor licence when operating a function sponsored by the Town or when the bar is operated by Town employees or Town sanctioned volunteers such as the Petawawa Civic Centre Fundraising Committee:

- Civic Centre Main Hall.
- Civic Centre Fundraising Lounge.
- Civic Centre Park Kin Hut.

REG. 3: Additional areas licensed (Caterer's Endorsement)

The remainder of the Petawawa Civic Centre is licensed under a Caterer's Endorsement to the Liquor Licence. The Caterer's endorsement enables the use of un-licensed areas of the Civic Centre property for events where alcohol may be served. Such events must be sponsored by a person other than the Town of Petawawa, must not be a continuing event of more than ten consecutive days, and must comply with all applicable conditions of the Municipal Alcohol Policy.

Any event operated under the Caterer's Endorsement must be staffed by employees of the Town, including volunteers of the Petawawa Civic Centre Fundraising Committee Inc.

REG. 4: Town Facilities Not Licensed

Town of Petawawa property assets other than the Petawawa Civic Centre are covered by the Town Liquor Licence Caterer's endorsement. If there is a desire to hold an event where alcohol is to be served, then the sponsor must make arrangements through the Community Services Department.

REG. 5: Town Facilities Suitable for Licensed Functions (S.O.P.)

The following Town facilities are suitable for licensed functions under a S.O.P.:

Town Hall: Council Chambers and Boardroom when closed to the public, for “by invitation only” functions such as official receptions.

Centennial Park: When proper enclosure and washroom facilities are provided in accordance with Liquor Licence Act guidelines

Other Facilities: At any other Town owned facility authorised by Council for an official function, such as a Grand Opening Reception, whether indoors or outdoors.

REG. 6: Town Facilities where Consumption of Alcohol is Prohibited

The following facilities are not suitable for the consumption of alcohol and are therefore to be maintained Alcohol-Free:

- All dressing Rooms in the Petawawa Civic Centre
- Spectator seating areas in the Civic Centre Arena
- Playgrounds, including maintenance facilities at Town parks and playgrounds, except as noted in Reg. 4: above
- Fire halls
- Public Works buildings

REG. 7 Youth Admittance to Adult Events

Persons under the legal drinking age are prohibited from adult events where alcoholic beverages are served unless accompanied and supervised by a parent or guardian.

REG. 8 Signage

1. Statement of Intoxication

In Ontario, it is illegal for anyone to serve a person to the point of intoxication or to serve an intoxicated person. The following sign shall be prominently displayed during all licensed events in municipal facilities:

The Town of Petawawa strives to provide facilities available for the enjoyment of all members of the community. Servers are required by law not to serve an intoxicated person, nor to serve anyone to the point of intoxication. Event organizers are pleased to provide non-alcoholic beverages and food items.

2. R.I.D.E. Awareness

The following sign will appear at the main entrance of a licensed event:

The Upper Ottawa Valley Detachment of the Ontario Provincial Police thanks you for helping to reduce impaired driving

everywhere. We look forward to thanking you personally at one of our spot checks for leaving this event a sober driver.

3. **Accountability**

The following information shall be made available to patrons by signage in the bar and exit areas:

**Sponsor of the event and contact phone number (SOP events).
Petawawa Community Services Department address and
telephone number.**

**Ontario Provincial Police, Upper Ottawa Valley Detachment
address and telephone number.**

4. **Sandy's Law**

The following sign shall be posted in the bar area at each licensed event:

Warning: Drinking alcohol during pregnancy can cause birth defects and brain damage to your baby.

The official sign can be downloaded from the following website:

<http://www.agco.on.ca/en/b.alcohol/warningsign.html>

5. **Personal Alcohol Prohibited**

Where there is the possible temptation for patrons to bring their own alcoholic beverages to an event, at the discretion of the Director of Community Services, the following sign shall be displayed prominently at the entrances:

ATTENTION: It is unlawful to bring alcoholic beverages onto the premises of this event. Violators will be asked to leave the property without refund. There will be zero tolerance.

6. **Consumption Control Signage**

Signage shall be posted at the bar and, if applicable, the removed ticket sales point, which indicates the limits for tickets and drinks imposed in Regulation 11. This information may be incorporated into other control signage and will refer to the Town of Petawawa Municipal Alcohol Policy.

REG. 9 Contract with Petawawa Civic Centre Fundraising Committee Inc

The Town may enter into an agreement with the Petawawa Civic Centre Fundraising Committee Inc, (PCCFC) a registered charitable organization with the objects of raising funds for the upgrade and improvement of the Petawawa Civic Centre, to be the primary server organization in the Town's licensed premises. Members of the PCCFC are deemed to be

employees of the Town during the discharge of their bartending duties and will be subject to all relevant policies and regulations of the Town.

REG. 10 Server Training

All alcohol servers must have successfully completed their Smart Serve course prior to serving as a volunteer bartender with the Petawawa Civic Centre Fundraising Committee Inc.

The Town will be responsible for the cost of certification of all employees who require Smart Serve certification.

The Petawawa Civic Centre Fundraising Committee Inc. will be responsible for the cost of certification of all its volunteer servers.

Where service authorization falls under a Special Occasion Permit, the signatory must demonstrate to the satisfaction of the Director of Community Services or designate that persons serving alcohol (bartenders), ticket sellers, door supervisors and floor monitors have been certified through attending an A.G.C.O. recognized server-training course (Smart Serve).

For information on the Smart Serve program, contact Smart Serve Ontario, toll free at 1-877-620-6082 or visit their website at www.smartserve.ca

REG. 11 Consumption Control

It is illegal for anyone to serve a person alcohol to the point of intoxication or to serve an intoxicated person. In order to more effectively monitor consumption, the following quantity restrictions are imposed with regard to alcoholic drinks:

| | |
|---|----------|
| Limit on number of tickets sold to one person at one time: | 6 |
| Limit on number of drinks served to one person at one time: | 2 |
| Multi-serving drinks (doubles, etc.) served anytime: | 0 |

Notwithstanding the above restrictions, under a Special Occasion Permit, beer may be served in a pitcher at a themed event if the following are observed:

- The pitcher is intended to serve more than one person
- The pitcher does not contain more than the equivalent of two regular beer servings per person, and
- The pitcher is served to a table by a server staff in order to monitor the consumption.

No liquor is to be sold or served from a vending machine.

A permit holder or sponsor of an event shall not require a person to purchase a minimum number of drinks in order to gain entry to or remain on, the premises.

A permit holder or sponsor shall not engage in, or allow practices which may tend to encourage the immoderate consumption of alcohol by a person attending the event.

A permit holder or sponsor of a licensed event shall not permit contests which involve the purchase or consumption of alcohol, or the offer of free alcoholic drinks as a prize.

A permit holder or sponsor shall not permit contests which require a patron to remain on the premises in order to receive a prize.

Free drinks or reduced prices shall not be permitted at any event where a sale permit is in effect.

REG. 12 Food Availability

Food items must be available throughout the duration of the event where alcohol is served. Pizza slices, sandwiches, soups, vegetable dishes, hot dogs or hamburgers are considered substantial food types. Snacks such as pretzels, chips, nachos and nuts are not considered food. For more information regarding the safe service/sale of food items to the public, please contact the Renfrew County & District Health Unit at www.rcdhu.com or 613-732-3629.

As well, a sufficient supply of non-alcoholic beverages, including low alcohol beverages (0.5%) must be available at a price substantially below the price of alcoholic beverages.

REG. 13 Safe Transportation

In order to ensure the safety of patrons of events where alcohol is served, the sponsors of events shall be required to provide the following:

1. Local Taxi phone numbers shall be posted at the entrance/exit to the event.
2. Have a Designated Driver program which is advertised and announced during the event.
3. Provide the Designated Drivers with non-alcoholic drinks at prices substantially below the prices of alcoholic drinks.
4. Announce alternate transportation arrangements during the event.
5. Sponsor will be responsible for arranging to drive an intoxicated guest home either personally or by contacting a friend or relative of the

guest, or by Taxi with explicit instructions to deliver the guest to his/her residence.

6. Consider and, if appropriate, to collect the car keys of an intoxicated guest.
7. If necessary, call police (911) to warn of an impaired driver.

REG. 14 Security

Sponsors of events are required to provide staffing in relation to the service of alcohol in the form of bartenders, ticket sellers, door supervisors and floor monitors. The number of each required depends on the size and location of the event. The determination of the requirement shall be the responsibility of the Director of Community Services. Each person holding these positions must be Smart Serve certified. See **Appendix II** for the minimum required Alcohol Staff complement.

Security Personnel: If security personnel are engaged for an event, they shall be appropriately trained and certified / licensed for the job. The use of trained security personnel is at the discretion of the Director of Community Services in consultation with the event sponsors. The Director shall have full discretionary power over the necessity for trained security personnel.

REG. 15 Insurance

The Town shall ensure that Alcohol Service is insured as a liability in the Town's umbrella Policy. The Town carries liability insurance in the amount of twenty million dollars (\$20,000,000.00) at time of writing. This amount may change at the discretion of Council. The Petawawa Civic Centre Fundraising Committee Inc. shall maintain liability insurance in the amount of a minimum of five million dollars (\$5,000,000.00).

Sponsors of events which are operated under a Special Occasion Permit are required to provide an insurance certificate indicating comprehensive general liability insurance coverage in the amount of a minimum of five million dollars (\$5,000,000.00). The certificate of insurance must also indicate the specific event, location and date that it is being provided for. The Town of Petawawa must be named as an additional insured on the policy for that event. The certificate must be received by the Community Services Department at least 10 working days prior to the scheduled event.

REG. 16 Alcohol Advertising

Any permanent advertising which promotes alcoholic beverages or the use of alcohol is prohibited in and on all municipal facilities. Pursuant to the Liquor Licence Act, advertising for a licensed event shall be in compliance with section 87, R.R.O. 1990, Regulation 719.

REG. 17 Purchase of Alcohol for Events

All alcoholic beverages acquired for serving at an event under the Town Liquor Licence or Caterer's Endorsement shall be purchased under the Town Liquor Licence number.

All alcoholic beverages acquired for an event under a Special Occasion Permit shall be purchased under the S.O.P. number.

When feasible locally brewed options (within municipal boundaries) will be stocked.

REG. 18 Event Controls

Rules and procedures which govern the conduct of events at which alcohol is served or consumed are contained in **Appendix I** and form part of the Municipal Alcohol Policy. Appendix I may be amended by Council without the requirement to change the Policy in its entirety.

REG. 19 Orientations to the Policy

The Chief Administrative Officer shall ensure that all heads of departments are provided with a copy of the Municipal Alcohol Policy. The Director of Community Services shall ensure that all staff of the Community Services Department are trained through awareness of the Municipal Alcohol Policy and have a working knowledge thereof, at time of hiring and as revisions are incorporated.

REG. 20 Monitoring and Revising the Municipal Alcohol Policy

The Community Services Department, through the Director of Community Services, shall be charged with the responsibility of monitoring the regulations and best practices in the alcohol service industry and make recommendations to Council for changes to the Municipal Alcohol Policy through the normal chain of communications.

REG. 21 Failures to Comply with the Municipal Alcohol Policy

Failure to comply with the Town of Petawawa Municipal Alcohol Policy can result in the Director of Community Services, or their designate, terminating the event. Person's found to be consuming alcohol on Town owned property in contravention of this policy may be asked to leave the facility or area and may be prohibited from using Town owned property for future alcohol events.

Resources http://www.agco.on.ca/forms/en/1575_a.pdf - AGCO Guide for SOP.
<http://www.agco.on.ca/en/whatwedo/index.aspx> - AGCO Overview.

APPENDIX I

Rules and Procedures to Govern the Conduct of an Event At which Alcohol is Served or Consumed

Prior to the Event:

1. Where necessary, the Sponsor will complete an application to hold an event and rental agreement with the Community Services Department.
2. Where necessary, the Sponsor will obtain a Special Occasion Permit from the Alcohol and Gaming Commission of Ontario and provide a photocopy of same with the application to hold an event and rental agreement.
3. The sponsor will provide to the Community Services Department a list of server staff with each worker's Smart Serve certificate number. The Community Services Department reserves the right to reject any worker which has an unsatisfactory history as a server.
4. The Sponsor will provide the name of the permit holder's designate(s) to the Recreation Department.
5. The Director of Community Services, or his designate, shall not enter into a rental agreement where the expected number of participants, including staff, exceeds the official capacity of the premises.
6. The Director of Community Services, or his designate, has the right to require the presence of off-duty police officers or commercial security personnel, and the number thereof, to be in attendance for the duration of an event and the cost is to be borne by the sponsor of the event.
7. Marketing practices which encourage increased consumption, such as oversize drinks, double shots of spirits, pitchers of beer, drinking contests and volume discounts are not permitted.
8. Only beer, spirits or wine which has been purchased under licence or permit from a Government store may be served at a licensed event or event held pursuant to a S.O.P.
9. The liquor licence or Special Occasion Permit shall be posted in a conspicuous place in the premises where the event is taking place.
10. The event sponsor shall ensure that a list is posted or available to patrons, describing the following:
 - the varieties of drinks available,

- amount of liquor in each drink,
- price of each drink and
- the variety of non-alcoholic drinks available for sale and the sale price.

During the Event:

1. The person who signs the Special Occasion Permit and the Rental Agreement, or the Designate, must attend the event for its duration and be responsible for making decisions regarding the operation of the event.
2. Server staff and event workers shall have some form of identification acceptable to the Director of Community Services to set them apart from patrons of the event.
3. All server staff and the sponsor and designate may not consume alcohol while on duty at the event.
4. Any server staff, the sponsor and/or the designate who is impaired or intoxicated will not be permitted to be on duty at the event.
5. The event sponsor and Town staff must ensure that the physical setting is safe for patrons.
6. The event sponsor and Town staff must prevent participants from engaging in activities that can harm them or others.
7. At least one representative from the Community Services Department with authority to demand correction and/or shut down an event on behalf of the Town, shall monitor all S.O.P. and licensed events.
8. The event sponsor must abide by the rules of the Municipal Alcohol Policy as enforced by the Municipal representative.
9. The event sponsor shall not permit a person to possess, sell, offer for sale, distribute or consume a controlled substance as defined by the *Controlled Drugs and Substances Act* (Canada) on the premises.
10. Town of Petawawa properties, indoors and outdoors, are smoke free under the Ontario Smoke Free Act and Town of Petawawa By-Law 835/13 Smoking on Municipal Property. Event sponsors are responsible for ensuring patrons/guests are aware of where smoking is permitted.
11. The event sponsor shall not permit drunkenness, riotous, quarrelsome, violent or disorderly conduct to occur in the premises or in the adjacent washrooms.

12. Wherever possible, police will be notified by the Municipal representative or the event sponsor, of a potentially risky situation before the situation is out of control.
13. All entrances and exits must be supervised by door supervisors who monitor for the following:
 - persons arriving in an intoxicated state
 - persons bringing alcohol into the premises
 - persons who are not, or appear not to be eligible by virtue of age
 - persons who try to leave the premises in an intoxicated state
 - containment of alcohol within the licensed area
14. The acceptable forms of identification for age verification are:
 - current driver's licence issued by the Province of Ontario
 - current Canadian passport
 - Canadian Armed Forces identification card
 - Photo Card issued by the Liquor Control Board of Ontario
 - Canadian Citizenship Card with photograph of the person identified
15. No person shall serve alcohol to a person who is or appears to be under the age of nineteen (19) years.
16. No person shall serve alcohol to a person who is or appears to be intoxicated.
17. No person who is or appears to be under the age of nineteen shall be permitted to consume alcohol at any event on Town premises.
18. A Floor Monitor will be available to assist the Door Supervisor and the Ticket Seller in the event that there is any need in managing a person who is refused entry or service.
19. Sales of drinks shall be through the sale of tickets by the Ticket Seller.
20. Each person may purchase no more than six (6) tickets at any one time.
21. Unused tickets may be redeemed for cash at any time during the event at which the tickets were sold.
22. Each person may be served no more than two drinks at any one time.
23. Glass bottles must be retained within the bar area and all drinks must be served in original cans or paper or plastic cups.
24. There will be no "last call" announcement or signal indicating that the bar area will be closing.
25. The bar will cease to serve no later than 1:00 a.m. for indoor events.

26. The bar will cease to serve no later than 12:00 a.m. for outdoor events.
27. No bar shall serve alcoholic beverages before 11:00 a.m. on any day.
28. All entertainment must be concluded by 1:15 a.m. for indoor events, and by 12:00 a.m. for outdoor events.
29. All tables must be cleared of alcohol service articles by 1:45 a.m. at indoor events and by 12:45 a.m. at outdoor events.
30. Facilities must be vacated by patrons by 2:00 a.m. at indoor events and by 1:00 a.m. at outdoor events.
31. Notwithstanding the above time deadlines, for a New Year's Eve event all deadlines are extended by two hours at the discretion of the Director of Community Services.

After the Event:

If a person other than the holder of a liquor sales licence is entitled to receive 15 per cent or more of the gross revenue from the sale of liquor under the licence, the Community Services Department will provide the Registrar of Alcohol and Gaming with a copy of the agreement or, if the agreement is not in writing, with the details of the arrangement entitling the person to the payment within thirty (30) days after entering into the agreement.

APPENDIX II

Minimum Recommended Requirements for Alcohol Service Staffing

Civic Centre Banquet Hall

| Number of Participants | Bartenders | Floor Monitors | Door Supervisors | Ticket Sellers |
|-------------------------------|-------------------|-----------------------|-------------------------|-----------------------|
| Up to 200 | 2 | 1 | 1 | 1 |
| Over 200 | 3 | 1 | 1 | 1 |
| Over 200 with entertainment | 3 | 1 | 2 | 1 |

Fundraising Lounge

| Number of Participants | Bartenders | Floor Monitors | Door Supervisors | Ticket Sellers |
|-------------------------------|-------------------|-----------------------|-------------------------|-----------------------|
| Up to Capacity | 1 | 0 | 0 | 0 |

Kin Hut

| Number of Participants | Bartenders | Floor Monitors | Door Supervisors | Ticket Sellers |
|-------------------------------|-------------------|-----------------------|-------------------------|-----------------------|
| Up to 100 | 1 | >> | 1 | optional |
| Over 100 | 2 | >> | 1 | 1 |

Caterer's Endorsement - Outdoor

| Number of Participants | Bartenders | Floor Monitors | Exit Supervisors | Ticket Sellers |
|-------------------------------|-------------------|-----------------------|-------------------------|-----------------------|
| Up to 100 | 1 | >> | 1 | Optional |
| 100 to 300 | 2 | >> | 2 | 1 |
| Over 300 | 3 | 1 | 1 | 1 |

Caterer's Endorsement – Indoor

| Number of Participants | Bartenders | Floor Monitors | Door Supervisors | Ticket Sellers |
|-------------------------------|-------------------|-----------------------|-------------------------|-----------------------|
| Up to 100 | 1 | | 1 | 1 |
| 100 to 200 | 2 | 1 | 1 | 1 |
| 200 to 300 | 2 | 2 | 2 | 1 |
| 300 to 500 | 3 | 2 | 1 per exit ** | 1 |
| 500 to 1000 | 4 | 2 | 1 per exit ** | 2 |
| Over 1000 | 5 | 2 | 1 per exit ** | 2 |

Minimum Server Staff requirements for events and locales outside the guidelines contained herein shall be determined by the Director of Community Services or designate.

** The number of door supervisors required for an event hosting over 500 participants will be determined by the Director of Community Services or designate.