

**Type:** System**Authority:** Board**Resolution No:** BMPL 2018-104 on 5-17-18; POL-SYS.2018.54**Associated Documents:****Original Approval:** 5-17-2018**Amended On:****Reviewed On:**

Legal Framework

All uses of Alcohol on Blue Mountains Public Library sites or at Blue Mountains Public Library hosted events are subject to approval by the Alcohol and Gaming Commission of Ontario (AGCO).

SYS.2018.54.1 Approval

1. Requests to serve alcohol must be approved by the CEO prior to the event. See conditions for approval below.
2. Alcohol will only be permitted in the Gallery and Boardroom during operational hours. The CEO may allow alcohol use on the grounds for special events, provided appropriate perimeters have been put in place clearly marking the boundaries within which alcohol may be consumed.
3. Room Bookings shall not be approved until such time as all required evidence has been provided to the CEO and the CEO has made a decision as to the use allowance.
4. BMPL staff and BMPL committees are responsible for obtaining appropriate permissions and licenses for BMPL hosted events.
5. For private events hosted by individuals or organizations, the renter is responsible for meeting all regulatory requirements. Use without permission by the CEO and/or appropriate regulatory requirements is grounds for removal for future bookings and termination of any contracts for bookings with the BMPL. The CEO shall make notice to authorities of any perceived illegal actions taken on BMPL property.
6. The BMPL staff have the authority to close the bar and/or close an event due to participant behaviour. No refunds for room booking fees or lost revenues may be billed back to the organization when a staff deems the venue not properly managed and closes the event.

SYS.2018.54.1 Event Requirements

In order for the event to be approved by the CEO the following requirements must be met:

- 1.1. Special Occasion Permit or the like, approved by the AGCO, must be obtained for the event. Renters must include a copy of the Permit with the application for room booking.
- 1.2. The original Permit, with any required alcohol receipts must be onsite at the event (per AGCO requirement).
- 1.3. A copy of the Permit must be posted adjacent to the bar for public viewing.
2. A certificate of insurance for special occasion insurance such as Party Alcohol Liability must be provided to the CEO no less than three (3) business days prior to the event. This insurance must include:

- 2.1. The Blue Mountains Public Library and The Town of The Blue Mountains covered as an additional insured;
- 2.2. No less than \$2,000,000 coverage per individual and include the location site by name (e.g. The Blue Mountains Public Library: L.E. Shore Library Branch).
3. Only those with a Smart Serve card may handle alcohol, including bartending, pouring, or serving/waiting (as per AGCO requirement).
4. The individual(s) with Smart Serve must provide a copy of the card with the application to the CEO and have the physical card onsite for the event.