



# PUBLICATIONS

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## RENTING MUNICIPAL FACILITIES FOR PARTIES

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***Does your  
Municipality have rules in  
place to  
ensure safe,  
responsible use of your  
rental facility?***

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Rental of municipal facilities to organizations or the public for Christmas parties and other functions may also involve the serving of alcohol.


The event sponsor - the renter - conducting a special occasion permit function is responsible to ensure that all requirements of the Liquor License Board and conditions of the municipality's rental agreement are strictly adhered to.

The event sponsor is responsible for the behaviour of event participants and guests. The Liquor License Board rules are established to ensure sensible and safe use of alcohol. The municipality rental rules are in place to ensure safe, responsible use of the facility.

Some key risk management elements for the renter to consider include:

- Bartenders should be appropriately trained in the service of alcohol - the generally accepted training program is referred to as "Smart Serve" (formerly "SIP"- Server Intervention Program).
- Proof of certification should be shown to the facility attendant prior to the start of the event.
- The municipality should have a list of "approved" bartenders who meet the training requirements. This list can be provided to the event sponsor as a reference only.
- The event sponsor should support the Designated Driver Program by clearly identifying designated drivers and:
  - Provide non-alcoholic beverages free;
  - Provide alternative transportation for all those suspected to be intoxicated;

- Advertise that a Designated Driver Program is in effect;
- The event sponsor should provide an adequate supply of non-alcoholic and low alcoholic beverages;
- The event sponsor individual who signs the special occasion permit application and the rental agreement must be in attendance at the event and be responsible for making decisions regarding the operation of the event;
- The event sponsor should monitor the premises and ensure the physical setting is safe at all times.

The municipality should obtain proof of insurance coverage from both the event sponsor and independent bartender using your facility. The municipality should be added as an additional insured to the coverage provided. 

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