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|  Claresholm | Liquor & Town Facilities Policy | | Policy #5.8.15 |
| Department Owner: | Public Works & Recreation | | |
| Policy Applies To: | Town Facilities | | |
| Date Created: | October 8, 2019 | Date Approved By Council: | October 15, 2019 |
| Version #: | 1.0 | Resolution #: | 19-160 |
| Last Review Date: | October 15, 2019 | Policy(ies) Replaced/Rescinded: | GA 09-10 |

Intent:

To establish a consistent policy regarding alcohol and its use or exclusion from Town owned facilities.

Policy:

Liquor is not allowed in Town owned facilities or park areas except with the permission of the Town of Claresholm and a permit by the Alberta Gaming and Liquor Commission.

Guidelines:

No alcohol shall be served, stored or consumed on any property owned or controlled by the Town of Claresholm, including the following:

- All public areas;
- Millennium Ball Diamond Complex;
- Claresholm Arena;
- Claresholm Fire Hall;
- Claresholm Aquatic Centre;
- Claresholm Public Library;
- Claresholm & District Museum(s);
- Claresholm Town Office;
- Claresholm Public Works Shop; and
- Claresholm Regional Water Plant.

Alcohol may be served, stored or consumed on Town property for special events, *with prior approval received from Council from time to time*, provided that such serving, storage or consumption is in accordance with a valid liquor license. An authorization form will have to be signed (Schedule A) and a Host Liquor Liability Policy will have to be obtained with the minimum coverage required and naming the Town of Claresholm as an additional insured.

The Town owned facilities listed below are operated by separate legal entities and shall follow all appropriate liquor licensing laws that are required to allow alcohol for consumption in these facilities.

- Claresholm Golf Club;
- Claresholm Curling Club;
- Claresholm Community Centre;
- Claresholm Agriplex;
- Claresholm Senior's Drop-in Centre;

Schedule A
Town of Claresholm
**Authorization for the Serving of Liquor at Town Owned
Facilities and Public Areas**

Event: _____ Date: _____

Group or organization: _____

The group or organization serving liquor shall:

1. Provide proof of insurance prior to the event for Host Liquor Liability Policy (PAL) with a minimum \$2 million coverage that shows the Town of Claresholm as an additional insured.
2. Secure a liquor license from the Alberta Gaming and Liquor Control Board and adhere to the regulations. A copy of the license must be provided to the Town prior to the event.
3. Ensure the area to be used for the serving of liquor to be portioned off with fencing/dividers.
4. Signage should be posted in the fencing/dividers that:
 1. it is a private function for members and invited guests only;
 2. the name of the sponsor;
 3. the liquor license number;
 4. minors are not allowed (unless the liquor license allows minors).
5. Arrange for the availability of food service during the time of serving.
6. Provide a trained and responsible server of the liquor to monitor for intoxication.
7. Provide supervision to ensure that alcohol is served only in the designated area.
8. Provide alternate safe transportation for those attending the event.
9. Ensure that alcoholic beverages are removed from the facility immediately following the booking.

I have read and agree to the above Conduct and Responsibility and
Regulations.

Group representative

Date

Town of Claresholm

Date