

Alcohol Use Events Policy- City Parks and Facilities
CITY OF MOOSE JAW

<p>POLICY:</p> <p>Alcohol Use Events Policy – City Parks and Facilities</p>	<p>EFFECTIVE DATE:</p> <p>February 24, 2020</p>
<p>SECTION:</p> <p>PARKS AND RECREATION</p>	<p>APPROVED BY</p> <p>Council Resolution # 2019-02-24-075</p>

1. Purpose:

1.1 The purpose of the policy is to provide administrative direction, guidelines and conditions for all requests to host an event with alcohol in City Parks and Facilities.

2. Definitions:

2.1 Alcohol Use Events – Community Events in which a Special Occasion Sale Permit has been obtained for alcohol sales in designated areas.

2.2 City - the City of Moose Jaw, its departments and staff.

2.3 City Parks – are developed and undeveloped natural areas on City land that include open spaces, trails, greenways, plazas, sports fields and ball diamonds that are used primarily for public recreation and leisure purposes.

2.4 City Facilities – are City owned buildings used to conduct City business and where the general public gathers for social, recreation, cultural and other related purposes. It shall include individual rooms, spaces and features within buildings such as ice pads, pools, gymnasiums; and physical structures within City Parks such as picnic shelters, washrooms, grandstands, amphitheaters, playgrounds, etc.

2.5 Community Event – is an event which is open to the public that has wide appeal among the populace.

2.6 Event Operator – the organization, group or individual(s) who are responsible for hosting the community event.

2.7 SLGA – means the Saskatchewan Liquor and Gaming Authority.

2.8 Special Occasion Sale Permit - a permit provided by SLGA for functions where there is a direct or indirect charge for beverage alcohol, or where the event is open to the public.

3. **Policy:**

3.1 General Principles:

- a) Alcohol Use Events are permitted as a component of a larger event and approval will depend on factors such as:
 - i) the site and the type of event;
 - ii) efforts the Event Operator makes to ensure the alcohol sales and service area does not become the focal point of the event; and
 - iii) history of event.
- b) Written approval from the City is required to obtain a Special Occasion Sale Permit from the SLGA for Alcohol Use Events in City Parks and City Facilities.
- c) The following City Parks and City Facilities are eligible for Alcohol Use Events:
 - i) Hamilton Flats Slo-Pitch Diamonds;
 - ii) Happy Valley Park;
 - iii) Caribou Heights Fastball Diamonds;
 - iv) Ross Wells Ball Park;
 - v) Memorial Field Ball Park;
 - vi) Mosaic Place.
- d) The following City Parks and City Facilities are considered "Discretionary Use" for Alcohol Use Events and require approval from City Council:
 - i) Crescent Park;
 - ii) Elgin Park;
 - iii) Bell Park;
 - iv) tatawâw Park;
 - v) Pla-Mor Palace;
 - vi) Kinsmen Sportsplex;
 - vii) Yara Centre; and
 - viii) All other City Parks and City Facilities not specifically listed as eligible.

3.2 Procedure for Eligible Parks and Facilities:

- a) Event Operators planning to host an Alcohol Use Event at an eligible site must ensure that the proposed Park or Facility is available and has been booked through the proper booking process.

- b) Written approval from the City must be obtained by completing and submitting a Special Occasion Permit Application Form to the Parks and Recreation Department a minimum of one (1) month prior to the event.
- c) Information required for the Special Occasion Permit Application Form includes:
 - i) Event Operator contact information;
 - ii) purpose of the event and what the event proceeds will go towards;
 - iii) event location, dates and time;
 - iv) projected number of attendees and age groups;
 - v) detailed information regarding the security to be provided; and
 - vi) a site map identifying the alcohol serving area, washrooms, fencing and fence height, refreshments and bar area, food serving area and entertainment area.
- d) All Special Occasion Permit Application Forms for eligible Parks and Facilities will be reviewed and processed by the Director of Parks and Recreation or designate within ten (10) business days.

3.3 Approval Process for Discretionary Use Alcohol Use Event Parks and Facilities:

- a) Event Operators planning to host an Alcohol Use Event at a discretionary site must ensure that the proposed Park or Facility is available and has been booked through the proper booking process.
- b) City Council approval must be obtained by submitting a written request along with a Special Occasion Permit Application Form to the Parks and Recreation Department a minimum of one (1) month prior to the event.
- c) The written request shall include the following:
 - i) date of the event and timelines for the event;
 - ii) a detailed description of the event;
 - iii) Number of participants and spectators and the age group of participants and spectators; and
 - iv) whether there will be music or other entertainment provided.
- d) Information required for the Special Occasion Permit Application Form includes:
 - i) Event Operator contact information;
 - ii) purpose of the event and what the event proceeds will go towards;
 - iii) event location, dates and time;
 - iv) projected number of attendees and age groups;
 - v) detailed information regarding the security to be provided; and

- vi) a site map identifying the alcohol serving area, washrooms, fencing and fence height, refreshments and bar area, food serving area and entertainment area.
- e) All written requests and Special Occasion Permit Application Forms for the Discretionary Use of Parks and Facilities will be submitted to City Council for approval. Applicants will be requested to attend a City Council meeting to speak to their request within one (1) month of submitting the request and will be provided a response to their request within two (days) of the City Council meeting.

3.4 Conditions of Approval:

- a) Approval of Alcohol Use Events shall be issued subject to the following conditions:
 - i) compliance with all regulations pursuant to *The Alcohol and Gaming Regulation Act, 1997*;
 - ii) ensuring the permitted area is clearly defined and sufficiently enclosed as submitted in the application to control access to the event, consumption of beverage alcohol and the conduct of guests;
 - iii) adhering to the security requirements for events with alcohol and access control;
 - iv) ensuring no glass containers are used on site;
 - v) notifying any community group associations, businesses, or residents located within a two (2) block radius of the event if excessive noise will be created from the event;
 - vi) compliance with the City Mobile Concession Policy;
 - vii) compliance with the Provincial Food Safety Regulations; and
 - viii) compliance with the City Fire Bylaw and City Noise Bylaw.

3.5 Insurance and Indemnity:

- a) Event Liability Insurance Coverage is required for Alcohol Use Events with a certificate of insurance being provided to the Parks and Recreation Department a minimum of two (2) weeks prior to the event which includes:
 - i) Commercial General Liability Coverage (\$5 Million);
 - ii) Host Liquor Liability Coverage (\$2 Million);
 - iii) Third Party Property Damage Coverage;
 - iv) the City of Moose Jaw listed as additional insurer; and
 - v) a seven (7) day notice of cancellation clause to be provided to the City for changes or cancellation of the policy.
- b) By submitting a Special Occasion Permit Application, the Event Operator agrees to indemnify and hold the corporation of the City of Moose Jaw harmless from and against any liability, loss, demands, costs and expenses

including reasonable legal fees, occasioned wholly or in part by any negligence or acts or omissions during the use of City Parks and Facilities for Alcohol Use Events.

3.6 Event Costs:

- a) The Event Operator shall be responsible for all costs associated with the Alcohol Use Event including:
 - i) all costs associated with obtaining appropriate liability insurance;
 - ii) all costs associated with the purchase and serving of alcohol;
 - iii) all costs associated with providing the required security;
 - iv) all costs associated with the provision of washrooms, fencing, tables, chairs and any other items require to host the event; and
 - v) all costs associated with the rental of the City Parks or City Facilities.

3.7 Display of Permits and Approvals:

- a) The Event Operator shall secure and display all necessary SLGA licenses and other approvals associated with the event.

4. Responsibilities:

4.1 City Council – is responsible for:

- a) approval of the policy and all amendments; and
- b) approval of all Alcohol Use Events at Discretionary Use Parks and Facilities.

4.2 Director of Parks and Recreation or Designate – is responsible for:

- a) approval of all Alcohol Use Events at eligible Parks and Facilities;
- b) submitting reports regarding requests for Alcohol Use Events at Discretionary Use Parks and Facilities to City Council for approval.

4.3 Parks and Recreation Department – is responsible for:

- a) proper follow-up on Alcohol Use Event inquiries;
- b) responding to Special Occasion Permit application requests;
- c) ensuring all conditions for Alcohol Use Events are met including the collection of insurance certificates; and
- d) communicating Alcohol Use Event dates, times and locations with the Moose Jaw Police Service and Moose Jaw Fire Department.