

Policy #: CS-003

Issued: May 16, 2010

Reviewed/Revised:

Prepared By:

Reviewed By: Senior Administration

Approved By: Council

1.0 PURPOSE

The Policy consists of a range of measures designed to prevent alcohol related problems and to increase the enjoyment of those who use municipal facilities. By reducing the potential for alcohol related problems, the Town concurrently reduces its liability.

The Policy is divided into four sections:

1. Designation of facilities where alcohol use is prohibited.
2. Designation of facilities where alcohol use is permitted.
3. Conditions under which alcohol use is permitted.
4. Enforcement procedures for violation of the Policy.

2.0 SCOPE

The Town of Kingsville (the "Town") owns and manages facilities where alcohol consumption is not permitted and other facilities where alcohol consumption is permitted under the authority of a Special Occasion Permit. The Town has developed an Alcohol Risk Management Policy (the "Policy") to promote a safe, enjoyable environment for those who use these facilities.

A range of problems can arise from alcohol consumption. These problems can affect not only the individuals consuming alcohol but other people who use the facilities. These problems include:

- vandalism and destruction of municipal property
- police being called to municipal property
- injuries to drinkers or other individuals
- liability arising from alcohol related injuries or deaths
- increased insurance rates as a result of alcohol related incidents
- loss of insurance coverage should the insurer's risk assessment escalate
- charges under the Province's Liquor Licence Act against the Municipality and/or the Special Occasion Permit Holders
- suspension or loss of alcohol permit privileges by the Liquor Licence Board of Ontario
- loss of enjoyment by non-drinking and moderate drinkers
- complaints lodged by offended parties
- decreased use of facilities by people concerned about alcohol consumption
- loss of revenue as a result of decreased use of Town facilities
- increased public concern about alcohol consumption
- adverse publicity with respect to alcohol consumption.

In many instances, these problems will not be attributable to moderate drinkers or those who respect the rules regarding alcohol consumption. The majority of these problems will arise from drinkers who engage in unacceptable drinking practices. These are:

- a) drinking to intoxication
- b) drinking and driving
- c) underage drinking; and
- d) drinking in prohibited areas.

To the extent that these unacceptable drinking practices can be reduced, the likelihood of alcohol related problems will accordingly diminish. For those who do not engage in these targeted drinking practices, the Policy will be minimally intrusive. The Policy is not intended to prevent legal and safe drinking.

3.0 DEFINITIONS

4.0 REFERENCE DOCUMENTS

Provincial Liquor Licence Act

5.0 RESPONSIBILITIES

6.0 PROCEDURE

GOAL OF MUNICIPAL ALCOHOL POLICY

The Town of Kingsville wishes:

- 1. to protect the municipality, residents, its' staff, community organizations, volunteers and participants;
- 2. to ensure there are effective management practices at social events held in Municipally owned facilities where alcohol use is permitted.

POLICY OBJECTIVES

- 1. to comply with the Provincial Liquor Licence Act;
- 2. to designate facilities and areas where alcohol use is permitted;
- 3. to provide operational procedures for those holding events in Municipally owned facilities where
- 4. alcohol is permitted;
- 5. to ensure that events where alcohol use is permitted are properly supervised and operated;
- 6. to equip staff and volunteers with the skills they need to manage events and enforce the policy.

AREAS DESIGNATED WHERE ALCOHOL USE IS PROHIBITED

The consumption of alcoholic beverages is prohibited in all municipal parks, community centres, outdoor and indoor sports facilities, park shelters, and docking facilities in the Town of Kingsville. An exception to this prohibition is permitted with the issuance of a Special Occasion Permit and/or approval of Council. Council may change the designation of any site at its discretion. Compliance with regulations as determined by the Liquor Licence Board and other municipal government departments will be required. A complete list of these regulations can be obtained from the Municipal Offices.

Teams, groups or other organizations who seek permission to use these facilities, shall sign a form agreeing that those in attendance at the event will not consume alcohol (see Appendix A). For greater clarity, docking facilities include the public and rented portions of the municipal property of the dock but do not include the confines of the boat itself if it qualifies as a residence under the provisions of the *Liquor Licence Act*.

AREAS DESIGNATED FOR CONDITIONAL USE OF ALCOHOL

The following facilities and areas are currently designated for alcohol use under the authority of a Special Occasion Permit. The Kingsville Council may change the designation of any site at its discretion.

Designated Areas

Designated Area	Address	Room	Number of people
Municipal Arena	1741 Jasperson Lane, Kingsville	Ice surface	800 people
		Auditorium	220 people
		Auditorium B	71 people
		Auditorium C	68 people
		Auditorium D	72 people
		Box Seating	17 people
		Outdoor Pavilion	100 people
Ridgeview Park	124 Fox, Cottam	Auditorium	75 people
		Pavilion	125 people
Lions Hall	24 Mill Street, Kingsville	Room A	150 people
		Room B	200 people
		Room C	58 people
Lakeside Park Pavilion	215 Division Road, Kingsville		300 people
Unico	37 Beech Street, Kingsville		150 people

CONDITIONS UNDER WHICH ALCOHOL USE IS PERMITTED

Management Practices (Where Alcohol is Permitted)

Anyone who wishes to serve alcohol at a designated site must complete the Special Occasion Permit Agreement (Appendix B) that stipulates the conditions under which alcohol may be

served. In addition, the person responsible must obtain a Special Occasion Permit from the Alcohol and Gaming Commission of Ontario (AGCO), obtained at the local LCBO and show proof of the approved permit to the Municipal Representative at least five days prior to the event.

Anyone who wishes to serve alcohol at any other Town location other than the above designated locations must complete an application to be presented to Council 60 days prior to the event with all relevant details. Acceptance of any such applications by Council shall be conditional upon the applicant completing the Special Occasion Permit Agreement (Appendix B) and obtaining a Special Occasion Permit from the Alcohol and Gaming Commission of Ontario, as required above.

The Special Occasion Permit Holder must ensure that all conditions imposed by the *Liquor Licence Act* and the Town are adhered to at the event. The Town reserves the right to refuse any applicant permission to run a licensed event on its property and to impose whatever restrictions it deems appropriate.

All Special Occasion Permit Holders are required to adhere to the following conditions imposed by Law or Regulation:

- Post the Special Occasion Permit in a conspicuous place on the premises to which the permit applies.
- Ensure there is a supply of food sufficient to serve the persons attending the event to which the permit applies.
- The Permit Holder will accept only identification which includes a photograph of the person and states his or her date of birth as identification for alcohol purchase or consumption. Such identification may include the following:
 - a driver's licence issued by the Province of Ontario with a photograph of the person to whom the licence is issued
 - a Canadian Passport
 - a Canadian citizenship card with a photograph of the person to whom the card was issued
 - a Canadian Armed Forces identification card
 - a photo card issued by the board of the Alcohol & Gaming Commission of Ontario; or
 - a photo card issued by the Liquor Control Board of Ontario

The Permit Holder must post a notice of the above requirement at the entrance of the premises to which the permit applies:

- The Permit Holder shall provide the Town with a list and a copy of his/her/its/their certificates of Smart Serve Program trained bartenders, as well as the number of monitors working at the event, two weeks prior to the scheduled event. Any amendments to this list will be submitted to the Town.
- The Permit Holder will ensure that the bartenders and servers do not serve alcohol to under age, intoxicated, rowdy or unauthorized people at the event.
- Door monitors, if required, must be present at all times during the event.
- The monitors, bartenders and alcohol servers will not consume alcohol at the event during their scheduled shift of duty, nor will they be under the influence of any alcohol consumed prior to the event.
- Public Events are open to the general public and may involve the sale and consumption of alcohol. Examples include, but are not limited to, community festivals, sporting and outdoor events, etc.

RATIO OF WORKERS FOR PRIVATE/PUBLIC EVENTS

The following chart represents the suggested number of workers required for each type of event. The requirements of the event will be assessed individually by the Manager of Parks and Recreation, Ontario Provincial Police (O.P.P.) and the event organizer. The nature of the event will determine the number of police officers to be present.

RATIO OF WORKERS FOR PRIVATE EVENTS (on Municipally Owned Property)

Municipal Arena – Ice Surface, Auditorium B, C, D, Box Seating, Outdoor Pavilion

Municipal Parks – Ridgeview Park Auditorium, Ridgeview Park Pavilion

Community Centres – Lions Hall Rooms A, B & C, Lakeside Park Pavilion, Unico

***Numbers may change at the discretion of the Ontario Provincial Police Services and/or the Town*

Attendance	# of Bartenders	# of Floor Monitors
0-50	1 trained	(required if patrons are not visible to bartenders during the event)
50-100	1 trained	1 trained 1 untrained – only if allowing participants under the age of majority
101-300	1 trained	1 trained 2 untrained – only if allowing participants under the age of majority
301 and over	at the discretion of the O.P.P. and the Town of Kingsville	at the discretion of the O.P.P. and the Town of Kingsville

“Trained” refers to a person certified under the Smart Serve Program of Ontario/Server Intervention Program

RATIO OF WORKERS FOR PUBLIC EVENTS (on Municipally Owned Property)

Municipal Arena – Ice Surface, Auditorium B, C, D, Box Seating, Outdoor Pavilion

Municipal Parks – Ridgeview Park Auditorium, Ridgeview Park Pavilion

Community Centres – Lions Hall Rooms A, B & C, Lakeside Park Pavilion, Unico

***Numbers may change at the discretion of the Ontario Provincial Police Services and/or the Town*

Attendance	# of Bartenders	# of Floor Monitors	# of Door Monitors	# of Uniformed Police
Up to 100	1 trained	Optional	1 trained	Optional
101-300	1 trained 1 untrained	1 trained 1 untrained	1 trained	Optional
301-500	2 trained 1 untrained	1 trained 2 untrained	1 trained 1 untrained	at the discretion of the O.P.P. and the Town of Kingsville
501-700	2 trained 2 untrained	2 trained 2 untrained	2 trained for Main Entrance 2 untrained per additional exit	at the discretion of the O.P.P. and the Town of Kingsville
701-900	3 trained 3 untrained	3 trained 3 untrained	2 trained for Main Entrance 2 untrained per additional exit	Minimum of 2 O.P.P. Officers

“Trained” refers to a person certified under the Smart Serve Program of Ontario/Server Intervention Program

The role of event workers is not only determined by the number of participants but by design and location of the facility, e.g., walls restricting clear view of participants, stairs, door access and exits, washroom accessibility, proper lighting, room capacity and fire regulations.

VOLUNTEER JOB DESCRIPTIONS AND RESPONSIBILITIES

Permit Holder

Signs the alcohol permit, is the general manager of the event and assumes responsibility and liability for the operation of the event.

Event Sponsor

She or he must attend the event, ensure that adequate server-trained staff is available, co-ordinate and help staff, ask for help from security if necessary.

Bartenders

Accept tickets for the purchase of alcohol drinks, serve drinks, monitor for intoxication, refuse service when patron appears to be intoxicated or near intoxication and offer no-alcohol substitutes.

Floor Monitor

Chats with participants, monitors patron behaviour, monitors for intoxication, responds to problems and complaints, refuses service, removes intoxicated person, suggest safe transportation alternatives.

Door Monitor

Checks identification and signs of intoxication, keeps out intoxicated and troublesome individuals, monitors for those showing signs of intoxication when leaving the event, recommends safe transportation options, and arranges for coat checking.

Ticket Seller

Sells alcohol tickets to a maximum of four (4) per person per purchase, monitors for intoxication, refuses sale to patrons at or near intoxication, refunds tickets on request.

Special Security

Patrols the room, scans for potential trouble, notifies event staff and permit holder of potential incidents, helps event staff in handling disturbances.

SALE OF ALCOHOL

- When tickets are sold for alcoholic beverages, ticket sale limitations of (4) per person per purchase shall be the maximum number allowed. Discounts will not be offered for the volume purchase of tickets.
- When tickets are not sold, limits on the amount of alcohol that any one person can purchase is suggested. Discounts will not be offered for the volume purchase of alcoholic beverages.
- A sign will be provided by the Municipality and must be posted at the bar and the entrance(s) to all events outlining the rules on the serving of alcohol. The sign will contain the following information:

"The Town of Kingsville strives to provide recreation facilities for the enjoyment of all members of the community.

Our servers are required by law not to serve an intoxicated person or to serve anyone to the point of intoxication.

You must be 19 years of age or older to purchase or consume alcohol beverages and provide Photo I. D. only

Permit Holder will refund any unused tickets at any time during the event until the bar closes. We reserve the right to refuse service."

A Sign approved by the Town of Kingsville must be posted, stating the name of the Special Occasion, Permit holder and the telephone number of the facility operator and the Alcohol and Gaming Commission of Ontario.

Name of Permit Holder & Rental Group:

Kingsville OPP #:

Alcohol and Gaming Commission of Ontario #:

Kingsville Municipal Office #:

Kingsville Parks and Recreation #:

A sign must be posted in all facilities eligible for alcohol, thanking designated drivers for their contribution to the health and safety of their friends and the community at large.

"We appreciate our Designated Drivers and thank them for their contribution to the health and safety of their friends and the community. In recognition of your contribution, we are pleased to offer free coffee and/or soft drinks."

- The Permit Holder will ensure that the sale of ~high alcohol beer is prohibited. "High alcohol" beer is defined as beer with an alcohol content of more than 5%.
- The Permit Holder will ensure that a portion of the alcoholic beverages offered consist of low alcohol options (i.e. low alcohol beer, light wine and low alcohol spirits).

ACCOUNTABILITY

The Permit Holder will obtain a minimum of \$2,000,000 of liability insurance naming the Town as an additional insured party. A copy of this Policy will be provided to the Town no later than 2 weeks prior to the event.

The Permit Holder will indemnify and save the Town of Kingsville harmless from all claims arising from the event.

SECURITY DEPOSIT

A security deposit as per the Town's Fees By-law, in either cash or certified cheque, shall be provided to the Town no later than one week prior to the event. The cost to repair any damages to the facility or area, which occurred during the event, shall be taken from this deposit. In the event that the amount of the security deposit is insufficient to cover the cost to repair, the Town reserves the right to pursue the shortfall from the Permit Holder including any expenses incurred by the Town in recovering the shortfall.

SAFE TRANSPORTATION

The Permit Holder is responsible for promoting safe transportation options for all alcohol-consuming participants. Examples of safe transportation options are:

- i. a designated driver selected from non-drinking participants at the event.
- ii. a designated driver provided by the sponsoring group.
- iii. a taxi paid either by the sponsoring group or the participant.

OTHER

The Town reserves the right to introduce other conditions, from time to time, at its' discretion. The Town, in the interest of public safety, may direct termination of a Special Occasion Event at its' option. The Municipality shall not be liable to the Permit Holder or anyone claiming under the Permit Holder for any fees, costs, damages expenses or loss of profit whatsoever for terminating the event.

ENFORCEMENT PROCEDURES FOR POLICY VIOLATION

AREAS WHERE ALCOHOL IS PROHIBITED

- A violation of this Policy occurs when individuals consume alcohol in a Town facility or area where alcohol is prohibited. Intervention can be initiated by a member of the group using the facility, management of the Town or a member of the O.P.P.
- A group member may intervene by informing the offending individual(s) that Town Policy prohibits alcohol consumption and demand that it cease. Group organizers should feel encouraged to intervene in this way, as intervention at other levels will result in a loss of privileges.
- When a member(s) or organized groups have violated the Town Policy, the group will be sent a registered letter advising of the violation, and indicating that no further violations will be permitted.
- Should members of an organized group/team violate the Policy within one year of receiving notice of their first violation; the group will be suspended from using the Town facility or area for a period of one (1) year. A registered letter will be sent to the contact person advising of the suspension. A copy of the suspension letter will be provided to Town Council.
- An Officer of the O.P.P. may intervene in a violation of this Policy on his or her initiative or in response to a request either from the Town or a member of the general public. The Officer may ask that the alcohol consumption stop, or order the individuals or organized group to leave the facility or area. In addition, the Officer may, at his or her discretion, lay charges against the offending individuals under the Liquor Licence Act of Ontario or any other relevant legislation.

AREAS WHERE ALCOHOL IS PERMITTED

- A violation of this Policy occurs when the Special Occasion Permit Holders fail to comply with the conditions of the *Liquor Licence Act* of Ontario or the Terms of the Town's Alcohol Risk Management Policy. Intervention can be initiated by any participant at the event, management of the Town, an O.P.P. Officer or an Inspector of the Liquor Licence Board of Ontario.
- A member of the organizing group or the designated monitor may intervene by informing the offending individual(s) of the Policy violation and demand that it ceases. Group members and monitors should feel encouraged to intervene in this way as intervention at other levels could result in a loss of privileges and the laying of charges by the O.P.P.
- Where the Special Occasion Permit Holders have violated the Town Policy, a registered letter advising of the violation and indicating that no further violations will be tolerated will be forwarded to the Permit Holder(s). A copy of the letter will be forwarded to the O.P.P. for their information.
- Should the Special Occasion Permit Holders violate the Policy within one year of receiving notice of their first violation, the organizers will be suspended from using the Town facility or area for a period of one (1) year. A registered letter will be sent to the contact person advising of the suspension. A copy of the suspension letter will be provided to the Town Council.
- An Officer of the O.P.P. or an Inspector from the Liquor Licence Board of Ontario or a member of management may intervene on a violation of this Policy on his or her

initiative. Depending on the severity of the infraction, charges may be laid under the *Liquor Licence Act* of Ontario or any other relevant legislation.

7.0 REVIEW/REVISIONS

No.	Revision Details (incl. provision #)	Revision By	Date
1.			
2.			
3.			

Questions about this policy can be referred to the Director of Corporate Services.

APPENDIX "A"
SPORTS ACTIVITY AGREEMENT

Name of Team/Group/Organization: _____

Name of Contact Person: _____

Name of Facility: _____

In consideration of the Town of Kingsville permitting our organization to use its facilities, it is hereby acknowledged and agreed that:

1. I understand that alcohol cannot be consumed at the Town's facilities.
2. I have read the attached guidelines and requirements of this Agreement.
3. I understand that if any member of my organization is consuming alcohol at these facilities, a registered letter of warning will be issued advising of the Policy Violation and indicating that no further violations will be tolerated. Independent action can be taken by the Ontario Provincial Police (O.P.P.) at its discretion.
4. I understand that if any member of my organization violates the Policy within one year of receiving a warning, our group will be suspended from using any Town Facility or area for a period of one year.
5. Prior to the use of municipal facilities, I will provide the Town administration with the names and addresses of the team captains or others in a position of authority at the event in order that a brochure outlining the Policy can be forwarded to them.
6. I understand, as an event organizer, that I will review the terms of this Agreement with the participants and I will explain that any violation of this Policy will not be permitted. Violation could result in independent action by the O.P.P. and future facility usage could be jeopardized.
7. My/Our organization agrees to indemnify and save harmless the Town of Kingsville from all claims for injuries or losses of any kind whatsoever that may arise as a result of a breach of this agreement, the Town's Alcohol Risk Management Policy, or as a result of my/our organization's negligence arising directly or indirectly from this event being held.

Signature:

Organization Representative:

(Position)

OFFICE USE

Agreement executed and received by:

Signature of Park & Recreation Representative:

Date:

(This agreement should be in duplicate)

APPENDIX "B"
SPECIAL OCCASION PERMIT AGREEMENT

Name of Team/Group/Organization: _____

Name of Contact Person: _____

Name of Facility: _____

In consideration of the Town of Kingsville permitting our organization to use its facilities, it is hereby acknowledged and agreed that:

1. I have received and reviewed a copy of the Town's Alcohol Risk Management Policy.
2. I have read the attached guidelines and requirements of this Agreement.
3. The organization and I agree to adhere to the conditions of this Policy, the *Liquor Licence Act of Ontario* and terms of the Special Occasion Permit.
4. I understand that if an infraction of the Policy occurs, the Town may warn or suspend my organization from using the facilities for a period of one year.
5. The organization and I that we may be held liable for any injuries and/or damage arising from failing to adhere to the requirements of the *Liquor Licence Act of Ontario*, and the terms and conditions as outlined in this Permit.
6. I understand that the Ontario Provincial Police (O.P.P.) and Liquor Licence Board Inspectors can lay charges for infractions of the *Liquor Licence Act of Ontario* or other relevant legislation.
7. My organization agrees to indemnify and save harmless the Town of Kingsville from all claims for injuries or losses of any kind whatsoever that may arise as a result of our organization's negligence arising directly or indirectly from this event being held.

Signature:

Organization Representative:

(Position)

OFFICE USE

Agreement executed and received by:

Signature of Park & Recreation Representative:

Date:

(This agreement should be in duplicate)

APPENDIX "C"
GUIDELINES FOR SPECIAL OCCASION PERMIT HOLDERS

As the contact person for a Special Occasion Permit, you must ensure that your organization is aware that it can be held liable for injuries and damages arising from breach of its agreement with the Town, the Town's Alcohol Risk Management Policy and/or contravention of the Liquor Licence. These conditions include serving someone to intoxication, serving someone who is already intoxicated, serving minors and failing to prevent impaired individuals from driving. In order to help reduce your organization's risk of liability, the following guidelines shall be adopted.

1. Monitor the entrance with at least one person, aged 19 or over. This allows staff to request identification and to ensure underage, intoxicated, rowdy or potentially troublesome patrons are not allowed entrance. It is easier to prevent problems if such people are not admitted to your event.
2. Monitor each exit with at least one person, aged 19 or over. This allows you to take reasonable steps to prevent impaired people from driving. These reasonable steps can include using a designated driver either from the non-drinking participants at the event or from your group of helpers. Alternatively, it can consist of a taxi paid by either your group or the participants. If these efforts fail, staff may attempt to detain impaired drivers and contact the police.
3. Provide adequate monitors to supervise the event, encourage moderate drinking and ensure that any problems that arise are dealt with appropriately for the duration of the event.
4. In order to reduce the levels of Intoxication and the rate of consumption, staff should encourage patrons to consume food, low alcohol beverages, and non-alcoholic beverages. The Permit Holder will ensure that "high alcohol" beer (in excess of 5%) is not sold.
5. In order to reduce the risk of Intoxication, avoid serving oversized drinks, double shots of spirits, or beer in pitchers. Do not allow drinking contests, volume discounts or other marketing practices which encourage increased alcohol consumption.
6. Refund unused drink tickets for cash on demand. To do otherwise encourages increased consumption and intoxication.
7. Ensure the facility is adequately lighted, signs are visible and stairs are clear. As the occupier of the premises your organization is required to ensure the physical setting is safe for both drinkers and non-drinkers. Your organization may be held liable if an accident occurs due to the physical setup of the facility or area.
8. Prevent patrons from engaging in activities that can harm themselves or others. As the organizer, you must take reasonable steps to prevent foreseeable harm whether patrons are intoxicated or not.
9. Do not contravene the *Liquor Licence Act* by serving minors, intoxicated patrons, or by serving to intoxication. Ensure that serving staff know the signs of intoxication and are prepared to cut off patrons.
10. Support serving staff in adhering to the *Liquor Licence Act* by allowing them the flexibility to offer discounts on food or non-alcoholic drinks. By allowing this discretion, staff can defuse potentially troublesome incidents when patrons should not be served more alcohol.
11. If an alcohol-related violation occurs, act promptly to rectify the situation and restore adherence to the *Liquor Licence Act*. Whenever the Act is violated at your event, you are at risk of being charged and having a legal action launched against you.

APPENDIX "D"
REQUIREMENTS FOR SPECIAL OCCASION PERMIT HOLDERS

1.
 - a) All permits shall include the statement "NO MINORS ALLOWED" unless approved otherwise at least two weeks in advance by the facility operator.
 - b) All monitors are responsible to see that participants do not leave the facility with beer or liquor containers. Bartenders are responsible for enforcing the liquor regulations as set by the Liquor Control Board of Ontario. All bartenders are encouraged to be Server Intervention Program (S.I.P.) certified.
 - c) The bar will close no later than the agreed time as per specific rental location and all lights will be turned on. Ticket sales will not be permitted beyond 30 minutes prior, and no "LAST CALL" will be permitted.
 - d) All spirits, wine and beer must be removed from the tables by 30 minutes after bar closure time.
 - e) All spirits, wine and beer must be removed from the facility by the Permit Holder immediately after the event unless an alternate arrangement is approved by management upon the issuing of the Permit. All spirits, wine and beer left in the facility are the responsibility of the Permit Holder.
 - f) Persons must vacate the facility no later than 60 minutes after bar closure. If the building is not vacated by that time an additional charge of \$75.00 may be levied.
 - g) The Permit Holder is responsible to see that alcohol is served and consumed only in areas designated in the liquor licence.
2. The Permit Holder will be responsible for providing and paying for (if required) the ticket taker and seller, and for crowd control and policing. Crowd control and policing will be at the discretion of the Kingsville OPP Detachment Commander or his designate.
3. The Permit Holder will be responsible for any damage to the facility and/or property during contracted times will be compensated in full and expenses will be invoiced to the Permit Holder.
4. The Permit Holder will be responsible for all additional costs to the Town resulting from special setups or additional clean up that the Permit Holder fails to complete.
5. The Permit Holder will provide the Town with proof of liability insurance, naming the Town of Kingsville as co-insured.
6. The Permit Holder understands that the Chief Building Official will determine maximum capacity for "beer tent" activities and Municipal facilities as well as establishing open emergency routes clearly marked on site. Fencing requirements depicting the number of exits, entrances and height and type of fencing must be submitted to the Chief Building Official for his/her approval prior to the event taking place.

7. The Town of Kingsville Building Department requires a site plan of all tents and structures and applicable measurements. Section 8 of the *Building Code Act* pertaining to building permits applies to all tents that are:
 - i. more than 60 m (650 sq. ft.) in aggregate ground area (i.e., 20' x 32');
 - ii. attached to a building; and
 - iii. constructed less than 3 m from other structures.
8. Inspections through the Building Department must be arranged prior to the end of the last business day, prior to the day of event A Permit Fee in accordance with the Fees By-Law for the Town is applicable.