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**POLICY:** ALCOHOL AT SPECIAL EVENTS ON MUNICIPAL PROPERTY

**SECTION:** Administration

**POLICY #:** ADM-035

**PREPARED BY:** Dianna Plouffe  
Director of Corporate Services

**PAGE:** 1 of 5

**EFFECTIVE DATE:** October 8, 2019

**SUPERSEDES:** N/A

**AUTHORIZED:**

\_\_\_\_\_  
Gladys Atrill  
Deputy Mayor

\_\_\_\_\_  
Alan Harris  
Chief Administrative Officer

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**PURPOSE:**

The purpose of this policy is to promote the safe distribution and consumption of alcohol on municipal property.

**DEFINITIONS:**

In this policy unless the context otherwise requires:

**“Event Organizer”** means the primary contact person of an event, and holder of the Special Event Permit (SEP). SEP holders are responsible for the safety and sobriety of event guests.

**“Event Sponsor”** means the group or organization that is hosting an event.

**“Director of Works & Operations or Designate”** means a Municipal official, or designate, who has operational jurisdiction over a Municipal premise.

**“Special Event Permit (SEP)”** means a permit that allows applicants to serve, sell and consume alcohol at a special event, celebration or community festival. SEPs are regulated and issued by the *Liquor and Cannabis Regulation Branch* or its successor. An SEP does not allow consumption of alcohol on Municipal property, except in accordance with this policy.

**POLICY**

The Alcohol Use in Municipal Facilities Policy applies to events occurring on Municipal property where alcohol will be served in accordance with a SEP.

**DESIGNATION OF PROPERTIES AND EVENTS**

By designating events and facilities as eligible or not eligible for alcohol consumption, the Policy aims to promote a healthy and balanced perception and use of alcohol in the community. The sale or consumption of alcohol in public places is prohibited unless permitted under the authority of a SEP through *Liquor and Cannabis Regulation Branch*.

Events may be held in non-designated or otherwise ineligible areas at the discretion of the Chief Administrative Officer or Designate and the Mayor or Designate as long as the SEP regulations are not contravened. Any person or organization wishing to hold a licensed event in a location not listed in this policy, or in a location listed as ineligible, must obtain permission from Town of Smithers Council, 30 days in advance of event.

The Town of Smithers reserves the right to refuse an Event Organizer permission to hold an event on Municipal property.

**FACILITIES ELIGIBLE FOR SPECIAL EVENTS**

See Appendix A for further information and specific requirements of each facility. The following areas are designated as eligible for alcohol use:

- a) Riverside Municipal Campground;
- b) Bovill Square;
- c) Smithers Civic Centre;
- d) Smithers New Arena;
- e) other locations as approved by the Town of Smithers.

**FACILITIES NOT ELIGIBLE FOR SPECIAL EVENTS**

The following areas are not eligible for alcohol use:

- a) Civic Centre & New Arena - Non eligible areas include:
  - i) Arena parking lots;
  - ii) Arena seating sections not specifically designated as eligible for alcohol use;
  - iii) Concourse areas not specifically designated as eligible for alcohol use.
- b) Parks and green spaces not specifically designated as eligible for alcohol use.
- c) All other municipally owned buildings and facilities not specifically designated as eligible for alcohol use.

**APPLICATION PROCESS**

- I. Event Organizers must complete the Town of Smithers Special Event Application form.
- II. Applicants must have a valid SEP through the *Liquor and Cannabis Regulation Branch*.
- III. Event Organizers must submit the required paperwork within the timeline outlined in this policy. Failure to provide required information within the stated timeframe will result in the termination of the event application.
- IV. The following documentation and one copy must be provided to the Director of Works & Operations or Designate, at least seven (7) business days prior to the event:
  - SEP through the *Liquor and Cannabis Regulation Branch*
  - Proof of insurance in accordance with the terms of this policy;

**INSURANCE**

Event Organizers must purchase Special Event liability insurance that indemnifies the Town of Smithers from any and all claims in connection with an event involving alcohol service on Municipal property. The insurance must contain the following wording:

*Town of Smithers IS ADDED AS ADDITIONALLY INSURED, BUT SOLELY WITH RESPECT TO THE LIABILITY WHICH ARISES OUT OF THE NEGLIGENCE OF THE NAMED INSURED'S OPERATIONS. \*CROSS LIABILITY CLAUSE INCLUDED*

The insurance policy must specifically name that alcohol will be served, include information regarding alcohol service, and identify the name and date of the event.

Private Special Events require a minimum of \$2 million in liability insurance, and Public Special Events require a minimum of \$5 million, unless otherwise specified by the Town. Original proof of purchase must be provided to the Town, at least seven (7) business days prior to the event.

Minimum insurance requirements and provisions may be amended at any time at the absolute discretion of the Town of Smithers.

**POLICY VIOLATIONS**

Event Organizers who fail to comply with this policy or SEP regulations may be refused future use of Municipal property. Infractions include, but are not limited to:

- Dangerous or disorderly conduct related to the event occurs;
- Failure to provide proper information to the Town;
- Damage to a Municipal facility.

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**APPENDIX "A"**

**1. Riverside Municipal Campground**

Eligible Areas:

- Picnic Shelter

**2. Bovill Square**

Eligible Areas:

- Entire Area

**3. Smithers Civic Centre**

Eligible areas:

- a. Arena sections "A" as shown on Appendix "B"  
Additional Information or Requirements: This area is traditionally used for the beer gardens during hockey games, such as during the Steelheads games, but may be used for additional adult events in the future.
- b. Arena floor (when dry)  
Additional Information or Requirements: To adhere to fire regulations, a 10ft. wide corridor from each exit must be left open for emergency access.

**4. Smithers New Arena**

Eligible areas:

- a. Arena floor (when dry)  
Additional Information or Requirements: To adhere to fire regulations, a 10ft. wide corridor from each exit must be left open for emergency access.
- b. Front lobby

**APPENDIX "B"**

