



## WHEN ALCOHOL IS SERVED IN A KING TOWNSHIP FACILITY

The Township of King Municipal Alcohol Management Policy states which facilities are eligible for Special Occasion Permit Events. Most outdoor areas are not eligible. ***Please note the Pottageville Pavilion is approved for no-sale events only.***

**The following documentation must be submitted to Facility Booking Staff two weeks before the event.**

1. A signed copy of Page 22 of the Township of King Alcohol Management Policy, certifying that you have read the Policy and accept responsibility for having alcohol at your event.
2. A photocopy of the Special Occasion Permit. An application form can be obtained at any local LCBO or online at [www.agco.on.ca](http://www.agco.on.ca). Original copy of the Special Occasion Permit is to be posted at your event. ***Note: we require that the bar area be closed no later than 1 am for all events.***
3. Proof of Smart-Serve certified event workers. We require the name and smart-serve certification numbers of each person who may be in charge of serving the alcohol. This applies to all alcohol-related events, including small family parties or showers, even if there is just wine served with the meal. You can get this training online at [www.smartserve.ca](http://www.smartserve.ca). **1-60 guests require 1 Smart -Serve worker; 61-199 guests require 2 Smart-Serve workers.**
4. A Certificate of Alternate Insurance. It must be for a minimum of two millions dollars in comprehensive general liability insurance and must contain an indemnity agreement naming the Corporation of the Township of King as an additional insured. You may be able to purchase the insurance through your home insurance broker; alternatively you may purchase it through PAL Insurance Brokers Canada Ltd, a company specializing in party alcohol liability. More information can be found at [www.palcanada.com](http://www.palcanada.com).

Revised January 2016

**For more information visit [www.king.ca](http://www.king.ca) or call 905-833-5321**