



PTG BOARD POLICY

POLICY TITLE: 6-3 PTG Bar, Liquor License and Alcohol

BACKGROUND

As part of its services to patrons and volunteers, PTG operates a bar service during theatre productions and for special events. PTG will ensure compliance with the Alcohol and Gaming Commission of Ontario (AGCO) and the Liquor Licensing Act.

Definition – “Bar” applies to all licensed areas of the Guild.

AGCO and Liquor Licensing Act - The Alcohol and Gaming Commission of Ontario (AGCO) is a Provincial agency, established February 23, 1998 under the Alcohol and Gaming Regulation and Public Protection Act, 1996. The Act gave the AGCO responsibility for the administration of the Liquor License Act and the Gaming Control Act, 1992. Complementary legislative amendments eliminated the Gaming Control Commission and the Liquor License Board of Ontario. See <http://www.agco.on.ca>

Bar Chair - the term Bar Chair can mean Bar Chair, Bar Manager and is the person regularly appointed to oversee Bar Services. The Bar Chair serves on the Production Executive.

Special event - examples of special events as per the AGCO and the Liquor Licensing Act is a special type of alcohol, media events, or public relations event such as opening of the season, events in the main auditorium, outdoor events such as BBQs, private events or rentals.

Applicable Legislation

Protection and Prevention Act, 1997

AGCO

Liquor Licensing Act - LLA

Criminal Code of Canada

Building Code of Ontario

Ontario Regulation 389/91 governs Special Occasion Permits

Policy Statement

The Bar policy is established to clearly define the responsibilities of the PTG under the AGCO and the Liquor Licensing Act and to outline the expectations of service to the public at PTG. Per PTG insurance PTG board members, the Bar Chair and bartenders are covered under the PTG Liability Insurance regarding operations of the Bar. Violation of terms applicable to the LLA may result in the suspension of the liquor license or fines up to \$250,000.

POLICY

1. A copy of this policy will be posted by the permanent bars located in Gwen Brown Studio and in the lobby as well as any temporary bar that may be set up for special events.
2. All bartenders for both private and public events must be PTG members and be appointed by the Bar Chair. If a PTG member is unavailable the Bar Chair has the authority to appoint a non-member as bartender on a temporary basis.

3. The bartender has the responsibility to address disorderly or unruly behaviour on the premises and shall not allow illegal activities this includes monitoring for any illegal substances or weapons. (LLA Section 34. Regulation 719, Section 44 and 45 and PTG Policy)
4. All bartenders at PTG must have in place a current Smart Serve certificate and should carry their card while they are serving at the bar.
5. All bartenders at the Peterborough Theatre Guild must be 19 years of age or older.
6. No person shall knowingly sell or supply liquor to a person under 19 years of age. (LLA Section 30(1)). Anyone who appears to be under the age of 25 is required to show appropriate photo ID before an alcoholic beverage will be served. Bar staff may request photo ID from a patron before choosing to serve them alcohol. The Bar Chair will ensure that an incident report is completed and provided to the Board whenever a patron is asked to provide photo ID.
7. The Production Manager of a Production is required to provide a list to the bartender of any cast or crew who are under the age of 19 prior to any parties.
8. A person who is intoxicated will not be permitted to enter the premises.
9. No person shall sell or supply alcohol or permit liquor to be sold or supplied to anyone who is or appears to be intoxicated. (LLA Section 29 and 39) The Bar Chair will ensure that an incident report is completed and provided to the Board whenever a patron is refused service.
10. Where a social gathering involving a substantial number of people who are under the legal age for drinking is held, the Bar Chair may choose to provide soft drinks at no charge. (Typical of this are cast parties for children's plays and musicals)
11. Light meal items must be available at all times when the bar is open. (ie: sandwiches, finger foods fulfill this requirement but not potato chips, nuts etc.) This does not apply to the lobby as there are exceptions for Theatre lobbies to serve alcohol without food for one hour before and after the performance and during intermission. (LLA Regulation 719 Section 35.0 (2))
12. No alcohol drinks shall be served after 2 a.m. All liquor shall be cleared by 2:45 a.m.
13. Alcoholic beverages of any kind served within the premises of the PTG are required to be purchased through the PTG liquor license. (Liquor Licensing Act Article 5.0(1) and 27).
14. Donated alcohol shall not be served at any Guild function unless provided by a licensed distributor and a special occasion permit shall be required.
15. Alcohol will not be served free of charge at Guild functions unless a special occasion permit is obtained.
16. For any special requests of alcoholic beverages the production manager shall contact the Bar Chair two weeks in advance of the event.
17. The cost of a special occasion permit for donated alcohol or alcohol served free of charge, or any other applicable costs, will fall under the budget of the Production or Event. All receipts and sales records must be kept separate for six (6) months. The special occasion permit application shall be executed by the Bar Chair. The Bar Chair, or designate, must be on premises throughout the duration of the special event to ensure compliance with the directives of the special occasion permit. The Board shall be advised of any approvals for a special occasion permit.
18. The maximum room capacity shall be printed on the Liquor License and shall not be exceeded. These numbers include volunteers for the event. The Bartender in charge of the event shall enforce requirements for room capacity and may delegate this authority to a production manager or event supervisor.
19. Bar prices are approved by the PTG Board based on Liquor License Act requirements. (see AGCO -- You and the Liquor Laws)
20. The Bar Chair will be provided with a cash float at the beginning of each production year to be used to purchase inventory.
21. The Corporate Secretary of the Board of Directors will notify the AGCO within 30 days, of any change to PTG Officers or Directors. The AGCO has the authority to investigate all Directors and Officers of a Corporation holding a liquor License. (LLA 6.1(2))

22. An AGCO Inspector or police officer has the authority to inspect the premises, remove documents or liquor, ask to see records of liquor purchases and sales for the past twelve (12) months. The Bar Chair, or bartender in the absence of the Chair, is required to provide any documentation requested. (LLA Sections 43, 44, 45) If aware of an upcoming AGCO inspection, the Property Manager shall advise the Bar Chair in order that they shall attend the inspection.

MONITORING:

The Bar Chair will annually ensure a smart serve program is provided to volunteers.

The Bar Chair will annually review the credentials of all bartenders serving at the Guild.

The Bar Chair shall provide an inventory and report on sales at the end of each theatre production or event.

The Bar Chair will ensure that a written report of any incidents is completed and provided to the Board within one week of the occurrence.

The Finance Manager shall provide an annual report of the bar sales and expenses to the PTG Board, no later than June of each year.

The Corporate Secretary will ensure that the PTG Liquor License is renewed before expiry date (every 3 years).

The Corporate Secretary will ensure all updates to PTG Officers and Directors is communicated to AGCO.

Rev #1: Approved by the Board of Directors January 10, 2007

Rev #2: Approved by the Board of Directors April 24, 2014

Review Date: February 2016

Related Policies: N/A

Related Documents: PTG Bar procedures; PTG Bar inventory and sales form; AGCO, Liquor Act, Rental contracts for PTG space; Room Occupancy Postings; PTG Incident Report.