



THE CORPORATION OF THE TOWNSHIP OF NORWICH

DEPARTMENT: Recreation, Parks & Facilities POLICY NO: RPF 2006 – 05

SUBJECT: Municipal Alcohol Policy (MAP)

APPROVED BY COUNCIL: RES. NO. 44 DATE: April 11, 2006

REVISION NO: 1 AUTHORIZED REF: Res #19 DATE: June 5, 2007

PURPOSE:

The purpose of the policy is to provide an optimum number and variety of both passive and active leisure and cultural opportunities for all the citizens of the Township of Norwich while protecting and enhancing the Township of Norwich's natural heritage. In order to fulfill this purpose, the Township must provide guidelines for staff and users of facilities and parks to ensure responsible use of alcohol.

POLICY:

This policy is designed to provide appropriate, reasonable procedures and information to individuals or groups wishing to hold licensed events at Township of Norwich venues.

OBJECTIVES:

1. To encourage and enforce responsible drinking practices and adherence to the Alcohol and Gaming Commission of Ontario (AGCO) regulations.
2. To promote a safe and enjoyable environment for those who use Township facilities for events involving alcohol service and liability associated with excessive alcohol use.
3. To provide a balance of opportunities for alcoholic wet/dry functions in order to ensure that consumers, abstainers, adults, youth and families will be adequately serviced and protected.
4. To respect the decision of citizens who do not drink alcohol and to encourage their participation by providing non-alcoholic beverages.
5. To educate event organizers on proper procedures, thus reducing the number of incidents involving alcohol by the implementation of a Township of Norwich alcohol policy
6. To develop a Township of Norwich alcohol policy that is easy to read and understand so as to maximize its use and adherence.

SECTION 1

CONDITIONS FOR SPECIAL OCCASION PERMITS

The responsible person must obtain a Special Occasion Permit (S.O.P) from the AGCO. The S.O.P. holder must ensure that all the conditions of the Liquor License Act and the Township of Norwich are adhered to for the event. The Township of Norwich Council reserves the right to refuse any applicant

permission to run a licensed event on its property and to impose on the event whatever restrictions it deems appropriate to the circumstances.

The responsible holder must provide, in writing to the Director of Recreation Parks and Facilities or Facilities Manager, documentation providing the following information at least thirty (30) days prior to the event:

- Name, address, postal code and phone number of the responsible person, along with photo identification when necessary;
- Proof of insurance in the amount of \$2,000,000. naming the Township of Norwich as a third party under the policy (see section FIVE);
- A layout of the licensed area;
- The permit holder must demonstrate to the satisfaction of the Director of Recreation Parks and Facilities or designate that there are sufficient controls in place to prevent under age, intoxicated or rowdy people from entering the event; and that the intoxicated participants will be refused services and removed from the event. (as noted in Appendix One)
- The Municipal Alcohol Policy will be available from Township staff at the time of the booking. If any questions or concerns arise from this policy contact the Director of Recreation Parks & Facilities or Clerk Administrator for clarification.
- The permit holder or responsible person as indicated on the application and permit must be in attendance at the event. If however, in an emergency situation the permit holder/responsible person are unable to attend, then it is the responsibility of the permit holder to designate in writing someone to attend the permit event. The designated person is responsible to ensure that the requirements of the law for the permit event are complied with. ***The designated person must not be someone who has been refused permits by the AGCO.***
- Renters must understand that prevention of intoxication is paramount. Controls must be enforced to allow for an enjoyable and safe atmosphere for all present.
- A checklist for renters and a rental contract form will be provided by the municipality at the time of booking. These forms are to be completed by the renter and returned to Township staff.
- A current list of SIP/Smart Serve trained personnel will be maintained by the Township staff and may assist with the event, when the renters do not have the required “SIP/Smart Serve” trained staffing. Note: There is a staffing cost to the renter, when the Township provide bar staff.
- All event personnel including the permit holder must refrain from alcohol consumption during the event.
- All S.O.P. holders are required to adhere to the conditions as outlined in the sections that follow:

SECTION 2

MUNICIPAL FACILITIES ELIGIBLE FOR SPECIAL OCCASIONS PERMITS

Norwich Arena/Community Centre

Norwich Arena Floor Only (summer season)

This facility is suitable for Special Occasion Permit events; suitable for up to 1,100 people for larger concerts and events. Set up can accommodate chairs and tables and is completely accessible.

Norwich Arena – South Lobby only - This facility is suitable for Special Occasion Permit events; suitable for 50 – 75 people for private functions only, where the public is not allowed in the arena facility as a whole. Service can be done from Snack Bar counter.

Community Centre-The Frew Family Room (1/3)

This facility is suitable for Special Occasion Permit events; suitable for up to 175 people for workshops, meetings and events. Set up can accommodate chairs and tables; kitchenette/small bar is available and is completely accessible.

Community Centre- The Norwich Otterville Lions' Hall (2/3 Room)

This facility is suitable for Special Occasion Permit events; suitable for up to 375 people for larger concerts and events. Set up can accommodate chairs and tables; full kitchen and separate bar area are available and facilities are completely accessible.

Community Centre-Full Auditorium

This facility is suitable for Special Occasion Permit events; suitable for up to 550 people for concerts, workshops, events, receptions, family gatherings, weddings and large meeting. Set up can accommodate chairs and tables; full kitchen and separate bar area are available and facilities are completely accessible.

Community Centre - The Optimist Hall, previously Blueline Room (upstairs)

This facility is suitable for Special Occasion Permit events; suitable for 150 to 175 people for receptions, family gatherings and small meeting. Set up can accommodate chairs and tables; full kitchen and separate bar area are available and is completely accessible -lift/elevator available.

Community Centre - The Norwich Musical Society Band Room (upstairs)

This facility is suitable for Special Occasion Permit events; suitable for 25 to 50 people for receptions, family gatherings and small meeting. Set up can accommodate chairs and tables and is completely accessible -lift/elevator available.

Oxford Centre Hall

This facility is suitable for Special Occasion Permit events; suitable for up to 175 people for receptions, family gatherings, weddings and large meetings. Set up can accommodate chairs and tables; full kitchen and separate bar area are available.

Oxford Centre Seniors/Pioneer Room

This facility is suitable for Special Occasion Permit events; suitable for 50 to 75 people for receptions, family gatherings and small meeting. Set up can accommodate chairs and tables, kitchenette is available.

Cornell Hall

This facility is suitable for Special Occasion Permit events; suitable for 50 to 75 people for receptions, family gatherings and small meeting.

Woodlawn Adult Centre

This facility is suitable for Special Occasion Permit events; suitable for 50 people for small receptions, family gatherings and meetings.

Parks and Sports Fields**Otterville Park – Picnic Pavilion**

This facility is suitable for Special Occasion Permit events provided a designated area is fenced off around the pavilion, suitable for up to 50 people.

Otterville Park Pavilion (Crystal Palace Design -also known as the canopy by local residents)

This facility is suitable for Special Occasion Permit events, suitable for up to 200 people and is wheelchair accessible.

Dillon Park – Norwich

This facility is suitable for Special Occasion Permit events provided a designated area is fenced off around the baseball diamond area/pavilion, suitable for up to 200 people. (Capacity may increase when the fenced area is larger and/or specific to tent size)

The Otterville Mill (Picnic Shelter)

This facility is suitable for Special Occasion Permit events provided a designated area is fenced off around the pavilion, suitable for up to 200 people.

Burgessville Sports Park and Pavilion

This facility is suitable for Special Occasion Permit events provided a designated area is fenced off around the pavilion, suitable for up to 200 people. (Capacity may increase when the fenced area is larger and/or specific to tent size)

Springford Sports Park and Pavilion

This facility is suitable for Special Occasion Permit events provided a designated area is fenced off around the pavilion, suitable for up to 200 people. (Capacity may increase when the fenced area is larger and/or specific to tent size)

Municipal Parking Lots

Township Office Parking Lot

This facility is suitable for Special Occasion Permit events provided a designated area is fenced off, suitable for up to 200 - 600 people.

Norwich Arena/Community Centre Front Parking Lot (South-side)

This facility is suitable for Special Occasion Permit events provided a designated area is fenced off, suitable for up to 200 people. (Capacity may increase when the fenced area is larger and/or specific to tent size)

Other Township Facilities

All other facilities require written approval from the Township of Norwich, Clerk/Administrator, and/or Director of Recreation Parks & Facilities or designate.

Facilities NOT eligible for Special Occasion Permits

The following facilities/locations are not eligible for a Special Occasion Permit:

- Parks and outdoor areas not listed in the MAP policy.
- Arena dressing rooms, ice surface, seating areas
- Pool change rooms/locker rooms
- Horse barn and track
- Exception: Any person wishing to hold a Special Occasion Permit event in a location not listed on this policy must appeal to the Township of Norwich Council for approval.
- The consumption of alcoholic beverages is prohibited at the majority of parks, gardens or sports facilities within the Township of Norwich. The Township of Norwich has a zero tolerance on

consumption of alcohol where proper permits have not been obtained. The Township of Norwich may change the designation of any site within its jurisdiction at its discretion.

SECTION 3

DEFINITIONS OF EVENTS:

Private Event: Private/invitation gatherings that are by invitation only and not open to the general public. This is noted in the S.O.P. application as a Reception Permit.

Public Events: Events where the general public will be attending.

SECTION 4

CONTROLS PRIOR TO EVENT

The event organizers will provide the Township with a letter stating that the use of SIP/Smart Serve Program trained personnel who will be working at the event are being used. The permit holder will ensure that the bartenders and servers do not serve alcohol to underage, intoxicated or unauthorized people at the event.

Permit Holder, Event Volunteers/Event Staff must:

- Ensure that the bartenders and servers do not serve alcohol to underage, intoxicated or unauthorized people at the event,
- Abide by all rule of the Municipal Alcohol Policy (MAP),
- Attend the event and be sober before and during the event, and
- All event personnel must wear identification, so that participants and others such as security and Township staff can identify them easily.
- Take necessary steps, as laid out in this policy, to prevent disorderly behaviour.

SECTION 5

CONTROLS DURING EVENTS

Signs

The renter/permit holder will be provided with two (2) signs to post at the event in a high visibility area, with the following wording:

“It is against the Liquor License Act of Ontario for licensed establishments to serve customers to intoxication. For this reason, servers in our facilities are required to obey the law and not serve anyone to intoxication. We are pleased to offer non-alcoholic beverages.”

The signs will also include the name, address and phone numbers of the Police Department and the Alcohol and Gaming Commission. Listing this information provides contact information and/or for those who wish to lodge a complaint about an event.

Monitors and Identification

Public:

Entrances to Public Events will be monitored by two (2) people nineteen (19) years of age or older.

Acceptable identification will include:

- Age of Majority Card,
- Ontario Drivers License,
- Passport / Citizenship Card,
- Military Cards with Photo, or
- Drivers License for out of Province is acceptable if it includes a photo.

Event workers should wear highly visible identification. Suggestions include shirts, hats, or badges.

Event Organizer(s):

- To be eligible for a facility rental for a special occasion function, the event organizer must demonstrate sufficient event controls so that patrons will not be put in a situation that could cause harm to others. The event organizer will ensure that the physical setting is safe for both drinkers and non-drinkers.
- The event organizer will ensure the event is supervised to encourage legal and moderate drinking behaviour and ensure that any problems that may arise are dealt with appropriately.
- The monitors, bartenders and servers will not consume alcohol while on duty. If in the opinion of the S.O.P. signatory, someone is not capable of performing his/her duties or is intoxicated, the individual will be removed immediately from his/her duties.
- The event organizers will be responsible for requesting additional assistance should it become necessary during the event, from the appropriate Township of Norwich staff, security officers or Police.
- The S.O.P. signatory, or designate, must attend the event and be responsible for making decisions regarding operation of the event.
- The Township of Norwich reserves the right to require the presence of police officer(s) for the duration of an event. The cost is to be borne by the sponsoring group or individual.
- The Township of Norwich reserves the right to require an “Event Deposit”. This amount is to be set out in the user agreement.

Private:

- The Township of Norwich encourages the permit holder to monitor their event in a responsible manner. The use of Smart Serve Program trained bartenders is required and that the guidelines established for public events be used as a suggested means of monitoring the event.
- The permit holder will be responsible for requesting additional assistance should it become necessary during the event from the appropriate Township of Norwich staff, security officers or Police.
- The Township of Norwich reserves the right to require the presence of police officer(s) for the duration of an event. The cost is to be borne by the sponsoring group or individual.

STAFFING REQUIREMENTS:

The following are the guidelines to be followed for minimum numbers of SIP/Smart Serve trained and untrained staff for public and private events.

Public Events:

50-100 people	Location	# SIP/Smart Serve Trained Staff	# Untrained Staff
	Door	0	1
	Bar	1	-
	Bar Tickets	1	-
	Floor Monitor	No Monitor Required	No Monitor Required

- No floor monitors are required unless patrons are not visible to the bartender during event

101-300 people	Location	# SIP/Smart Serve Trained Staff	# Untrained Staff
	Door	1	1
	Bar	3*	*
	Bar Tickets	1	1
	Floor & Exit Monitor	0	1 per exit location
	Exits (for outdoors and smoking area)	-	1 per location

- 2 extra floor monitors are required for events allowing participants under the age of majority

301-450 people	Location	# SIP/Smart Serve Trained Staff	# Untrained Staff
	Door	1	1
	Bar	4*	*
	Bar Tickets	1	1
	Floor & Exit Monitor	1	1 per exit location
	Exits (for outdoors and smoking area)	-	1 per location

- 4 extra floor monitors are required for events allowing participants under the age of majority

- Security can be counted in staffing numbers

451-600 people	Location	# SIP/Smart Serve Trained Staff	# Untrained Staff
	Door	1	1
	Bar	4*	*
	Bar Tickets	1	1
	Floor & Exit Monitor	2	1 per exit location
	Exits (for outdoors and smoking area)	-	1 per location

* SIP/Smart Serve trained staff must be available throughout the event to work behind the bar. Untrained bar staff may only assist in pouring drinks for trained bar staff.

Over 600 people	Location	# SIP/Smart Serve Trained Staff	# Untrained Staff
	Door	2	3
	Bar	6	0
	Bar Tickets	4	0
	Floor & Exit Monitor	4	2 per exit location
	Exits (for outdoors and smoking area)	-	2 at each exit

- 6 extra monitors are required for events allowing participants under the age of majority

(In certain cases, the number of people required at the door will be waived and will be at the discretion of the Facilities Manager or designated staff person. Example: Baseball Tournaments in the afternoon)

Private Events:

50-100 people	Location	# SIP/Smart Serve Trained Staff	# Untrained Staff
	Door	0	0
	Bar	2	-
	Bar Tickets	-	-
	Floor Monitor	0	1

- **No monitors are required unless patrons are not visible to the bartender during event**

Over 100 people	Location	# SIP/Smart Serve Trained Staff	# Untrained Staff
	Door	-	-
	Bar	2	-
	Bar Tickets	-	-
	Floor Monitor	0	2

- 2 extra floor monitors are required for events allowing participants under the age of majority

The event organizers will only use monitors, ticket sellers and bartenders who are nineteen (19) years of age or older.

Halloween Parties, where masked individuals must meet the following conditions:

- Acceptable identification is required, as listed above
- No one under the age of nineteen (19) years admitted
- Participants may be required to unmask if event staff are unsure that the participant meets the event age criteria.

Bar Service Area Closure:

- All outside areas by 1:00 A.M.
- Indoor facilities up to 1:00 A.M. with building to be vacated by 2:00 A.M.
*exception – New Years Event when the indicated closure time on S.O.P. states 2:00 A.M.
- building to be vacated by 3:00 A.M.
- All signs of consumption and service of alcohol, including empty cups and glasses shall be removed from sight within 45 minutes of expiry of S.O.P. or by 1:45 A.M., whichever is the earliest
*exception – New Years Event when the indicated closure time on S.O.P. states 2:00 A.M.
- all signs of consumption and service removed from sight by 2:45 A.M.

SECTION 5

CONSEQUENCES FOR FAILURE TO COMPLY WITH POLICY

Area Where Alcohol Is Prohibited

The consumption of alcohol is prohibited in all public places such as parks, arenas, community and neighbourhood centres unless a Special Occasion Permit or license for the facility has been obtained. Please see Enforcement of Procedures of Policy Violation.

SECTION 6

INSURANCE

Groups hosting public events must provide a minimum of \$2,000,000.00 in public liability insurance with the Township of Norwich as an additional named insured and a cross liability clause holding the Township harmless.

- Proof of above listed insurance must be provided to the Township of Norwich, Facilities Manager two (2) weeks prior to the event.

SECTION 7

ALCOHOL SERVICE

- All liquor and beer bottles will be retained in the bar area. The event organizers are required to serve drinks in disposable cups. Non-alcohol drinks to be served in a different colour cup from those that are alcohol.
- Bartenders are required to pour all beverages into plastic or paper cups.
- The permit holders will provide low alcohol product(s) and non-alcoholic beverage(s) during the events. Two (2) visible signs stating such shall be on display.
- Consumption of food is encouraged. Food must be available during the event. Snacks such as chips, peanuts or popcorn are not an acceptable substitute for this requirement.
- No discounts will be offered on volume of tickets sales.
- There will be no last call. Those attending the event will be advised one (1) hour before the bar closes.
- Marketing practices, which encourage increased consumption, will NOT be permitted i.e., double shots, pitchers of beer, drinking contests, volume discounts on tickets, and events that include the bar.
- Tickets for both alcoholic and non-alcoholic drinks are to be purchased from a designated ticket seller, and redeemed at the bar. A maximum of two (2) alcoholic drink tickets per individual will be served to an individual at one time. In the last hour before the closing of the bar, an individual will be able to purchase only two (2) tickets.
- Signs must be posted informing participants of the tickets sales procedure. For example: After 11:00 PM only 2 tickets per person will be sold; ticket sales will stop at 12:45 PM.
- Unused tickets can be reimbursed anytime during and up to fifteen (15) minutes after the bar closes.
- No alcoholic beverages of any type may be raffled during the event.
- Unused beer, liquor or wine is to be kept locked up securely before and after the licensed event. The S.O.P. holder has up to forty-eight (48) hours to remove unused and empty beer, liquor and wine, unless otherwise directed by Township staff.

NOTE: there are no self serve events; even wine and cheese functions require a bartender.

SECTION 8

ADVERTISING AND PURCHASE OF ALCOHOL

Advertising

All advertising and promotions must abide by the regulations of the Alcohol and Gaming Commission of Ontario. (AGCO)

Purchase of Alcohol

According to the Liquor License Act (Unlawful Purchase – Regulation 719/90 - section 31 (1) (b); no person shall purchase liquor except from a government store or from a person authorized by license or permit to sell liquor.

SECTION 9

SAFE TRANSPORTATION

Only individuals, groups or organizations implementing a safe transportation strategy will be permitted to rent Township of Norwich facilities for Special Occasion Permit (SOP) functions.

The event sponsors will be expected to encourage a “designated driver program.” This program shall be advertised so that the patrons are aware of this service. The designated driver will be supplied with free soft drinks and/or coffee and/or other non-alcoholic drinks during the event. The permit holder is responsible for providing contact phone numbers for taxi service, when participants have no other means of getting home safely.

SECTION 10

SECURITY REQUIREMENTS FOR SPECIFIC EVENTS

The following events require off duty or a licensed/bonded security company as per the schedule below:

Outdoor Events – community events, rodeos, concerts, festivals

<u>OUTDOOR EVENTS</u>	<u>STAFFING REQUIREMENTS</u>
Up to 400 people	Approved security plan
400-750 people	4 officers
751-1200 people	6 officers

Indoor Events - Community Centres, Halls, Arena Floor

<u>BUCK & DOES/MUSIC/DANCE PARTIES</u>	<u>STAFFING REQUIREMENTS</u>
Up to 300 people	Approved security plan
301-450 people	2 officers/private security
451-600 people	4 officers/private security
Over 600 people	Subject to approvals & security plan

- Time period required: 9:00 PM to 2:00 AM. However, the Township of Norwich reserves the right to require the presence of police officer(s) and / or private security for the duration of an event. The cost is to be borne by the sponsoring group or individual.
- Off duty officers or licensed/bonded security are not required if the function is private (not open to the public).
- Full payment of off-duty officers and licensed/bonded security is the sole responsibility of the renter. The Township of Norwich reserves the right to approve or disapprove of licensed and bonded private security companies.

Beer Tents

- The Chief Building Officer and Fire Chief will determine the maximum capacity for beer tents based on the exits and floor area. Letter(s) requesting approval must be received by the Chief Building Officer, Fire Chief and Oxford Community Police Services.
- For potential problem rentals, the Township of Norwich reserves the right to require the presence of two (2) off-duty police officers or licensed/bonded security for the duration of an event.
- The Township of Norwich reserves the right to refuse the issuance of a facility permit at their sole discretion.

SECTION 11

ENFORCEMENT PROCEDURES FOR MAP POLICY VIOLATION

Intoxicated Patrons

- In the case of patrons who are intoxicated to the point that they must be cut off, the event staff/permit holder will make every effort to ensure that the patron does not drive and that the patron arrives home safely; i.e. provide access to a telephone; find a designated driver to ensure the patron gets home without incident.
- If an intoxicated person insists on driving, the Permit Holder and/or staff may have to attempt to detain the patron or call police.
- The Permit Holder must report in writing all accidents/incidents within forty-eight (48) hours of their occurrence – incidents which involved injuries, ejected patrons from events and/or where police are called. Reports will be directed to the Director of Recreation Parks & Facilities.
- Although police will be called if the situation deems it to be necessary, it remains the responsibility of the permit holder to ensure the event is managed properly.
- Where an under age of majority person is discovered consuming alcohol the authorities will be called. First infraction: Patron's name and other relevant information will be taken down by event staff and the patron will be removed. Second Infraction: The person will be trespassed from any municipal facilities indefinitely. The status of this trespass will be reviewed after (6) months and may be lifted at the discretion of the Clerk/Administrator or Director of Recreation Parks & Facilities or other designate will send a registered letter to the parents/guardians.
- Where anyone is engaged in disruptive behaviours as a result of alcohol consumption, the police will be called.

Both Licensed and Unlicensed Areas Apply:

- An event organizer may intervene by informing the offending individuals that Township of Norwich policy prohibits alcohol consumption in areas not specified and ask that it stop. Event organizers should feel encouraged to intervene, as intervention from any other level may result in the suspension of privileges for the group.
- A staff member with recognized authority in the Township of Norwich will intervene whenever he or she encounters a violation of the policy. Staff members can ask the individuals to cease the consumption of alcohol, they can ask the individual or organized group to leave the facility area, depending on the circumstance and the nature of the violation (especially the potential for harm or loss of enjoyment by non-drinkers). Should the individual or group member fail to comply, the staff can call police for enforcement.
- When the event organizers or organized group/team have violated the Township of Norwich policy, and have been confronted by Township of Norwich staff, the group will be sent a letter advising of the violation, and indicating that no further violation will be tolerated. As well, the group may be invoiced for any and all damages and costs associated with the violation.
- Should the event organizers or organized group/team violate the policy within one year of receiving notice of their first violation, the group may be suspended from organized use of Township of Norwich facilities and areas for a period of one (1) year. The Director of Recreation, Parks & Facilities, will send a letter to their contact person advising of the suspension.
- The event organizers or organized group/team may appeal to the Director of Recreation, Parks & Facilities to have their privileges re-instated.

Amending Policy

This policy is subject to change and updates as laws change and circumstances related to its administration requirements.



Appendix One

CHECKLIST FOR RENTERS / OPERATIONAL PLAN

Note: All materials to be submitted two (2) weeks before the event

1. Name of the person and/or group sponsoring the event: _____

2. Anticipated Attendance: _____

3. Will persons under nineteen (19) years of age be attending this event?

Yes If yes, will they be after 9 p.m.? _____

No

4. Type of identification for event workers/volunteers: _____

5. List name(s) of trained bartenders, complete with certificate numbers.

(A list can be attached to this check list):

6. List name(s) of those who will be checking ID at the door, complete with certificate numbers, where applicable.

(A list can be attached to this check list):

7. List name(s) of those who will be monitoring the event, including exit doors, checking washrooms, circulating through the parking lots and building perimeter to ensure that over-drinking, supplying minors, self-serving and drinking in unlicensed areas does not occur.

(A list can be attached to this check list):

8. Please note if you are providing

Paid Duty Officers

Private Security

Provide name(s) and / or company

9. Has proof of a Special Occasions Permit (SOP) been provided and filed?

- Yes
- No

10. Has proof of insurance been provided and copy filed?

- Yes
- No

11. The Safe Transportation Strategy that will be used at this function is:

- a) _____
- b) _____
- c) _____

12. I have reviewed the Township of Norwich Municipal Alcohol Policy (MAP) with a staff representative.

- Yes
- No

13. I understand all of the policy regulations.

- Yes
- No

14. I and/or my group will observe and obey all of the policy regulations during the event.

- Yes
- No

Date: _____ SOP Holder's Signature: _____

Date: _____ Staff Signature: _____



Appendix Two

CHECKLIST FOR RENTERS / OPERATIONAL PLAN

Please comment on the effects that this policy had relating to your rental

Date of your event: _____

Location of your event: _____

Type of event: _____

COMMENTS: _____

Thank you for taking the time to complete this form.
Your comments/feedback are appreciated by the Township of Norwich