

**City of Mississauga
Community Services Department
Municipal Alcohol Policy
Contract Holder Event Checklist**

1. I have read the Municipal Alcohol Policy Requirements.

2. I have met with staff at the facility where I will have my event to discuss the SOP event.

3. I have completed and signed the City of Mississauga's "Conditions of Serving Alcohol" agreement form

4. I have signed the City of Mississauga Facility Rental Contract

5. I have provided proof of liability insurance required for the event. I understand that if I do not have liability insurance, I must purchase insurance through the City of Mississauga

6. I acknowledge that the bartenders and appropriate number of additional event workers are Smart Serve trained.

7. I have developed a safe transportation plan that will be posted at the event.

8. I have provided the City of Mississauga with proof of the Special Occasion Permit required for the event.