

FACT SHEET: SERVING ALCOHOL

A Special Occasion Permit is needed any time alcohol is sold or served anywhere other than in a licensed establishment or a private place. A Special Occasion Permit holder is responsible for the safety and sobriety of people attending the event, as well as compliance with the [Liquor Licence Act and Regulations](#). Additional information is available on the [Smart Serve website](#) and in publications section of the [AGCO website](#) (see Responsible Service Tip Sheets). Events that are not in compliance with all laws, by-laws, rules and regulations, may be cancelled either before or during the event.

COMMON ACRONYMS	
AGCO	Alcohol and Gaming Commission of Ontario
CoM	City of Mississauga
LCBO	Liquor Control Board of Ontario
MAP	Municipal Alcohol Policy
MCS	Mississauga Celebration Square
RoP	Region of Peel
SOP	Special Occasion Permit

DEADLINES

JANUARY-MARCH, MCS sends event organizer AGCO Notification Memo from the City

MINIMUM 60 DAYS PRIOR TO EVENT, event organizer completes and submits AGCO SOP Application Form to a designated [LCBO SOP Service Store](#). Include:

- AGCO Notification Memo from the City
- MCS SOP Site Map (see page 4)

Note: as of fall 2017, all applications for a SOP must be made through the [iAGCO portal](#).

MINIMUM 14 DAYS PRIOR TO EVENT, event organizer completes and submits to CoM:

- Letter of Delegation of Refreshment Garden Manager (if applicable)
- Special Occasion Permit
- CoM Conditions of Serving Alcohol Agreement
- CoM Municipal Alcohol Transportation Plan

DAY OF EVENT, event organizer must post the following prominently in each licensed area:

- Special Occasion Permit
- Letter of Designation (if applicable)
- [Sandy's Law sign](#) warning women that drinking alcohol during pregnancy may cause Fetal Alcohol Syndrome
- CoM Municipal Alcohol Transportation Plan

DOCUMENTS

1. AGCO Notification Memo from the City

This memo from the City will confirm that the event organizer has a contract with the City, and has permission to serve alcohol if all conditions are met. MCS will send it to:

- Office of the City Clerk
- Mississauga Fire & Emergency Services
- RoP Environmental Health Division
- Peel Regional Police
- Building Department

It will also be forwarded to the event organizer. This fulfills the AGCO's requirement to notify these parties, and can be included in the event organizer's SOP application as confirmation that this requirement has been met. Do not resend notification to these parties.

2. MCS SOP Site Map (page 4)

Located on page 4 of this document, the site map shows the maximum capacity of SOP areas for outdoor events at MCS. Event Organizers must obtain permission from MCS to apply for a SOP in any other location.

3. [AGCO SOP Application Form](#)

A SOP is needed any time alcohol is sold or served anywhere other than in a licensed establishment or a private place. SOP permits are issued by the LCBO at an SOP service store. Include the AGCO Notification Memo from the City with your application. As of fall 2017, all applications for a SOP must be made through the [iAGCO portal](#).

4. [CoM Serving Alcohol FAQ](#)

This document will help answer any additional questions you may have.

5. [CoM MAP Checklist](#)

This checklist helps event organizers ensure that all the CoM requirements have been met.

6. [CoM Municipal Alcohol Policy 05-01-03](#)

By permitting alcohol only at designated locations, and only under specific conditions, the potential for alcohol-related problems at CoM facilities is minimized. This policy specifies the conditions under which alcohol may be permitted in CoM facilities.

7. [CoM Terms & Conditions of Serving Alcohol](#)

These are the CoM's Terms and Conditions for serving alcohol.

8. [CoM Conditions of Serving Alcohol Agreement](#)

Required sections are:

- Contract Holder / Event Monitor (this must be event organizer's information)
- Trained Server (there must be at least two)
- Door Monitor (this can be third party security)

9. [CoM Municipal Alcohol Transportation Plan](#)

A transportation plan is required to promote safe transportation options for those attending the event.

10. Letter of Delegation of Refreshment Garden Manager (if applicable)

The person who signs the SOP must be the same person who signs the CoM Facility Rental Contract, the Conditions of Serving Alcohol Agreement and the Transportation Plan. If the signatory of the SOP is different from the Contract signatory, the event organizer must submit a letter of *Delegation of Refreshment Garden Manager* on letterhead to MCS. This letter authorizes

the SOP holder to act as representative for all activities related to the refreshment (beer) garden. It should be attached to your SOP that is posted onsite during the event.

ADDITIONAL CONSIDERATIONS FOR EVENT ORGANIZERS

- Will the licensed area be all ages (with wristband or hand stamp for persons 19 years of age or older), or will it be restricted?
- If wristbands are being used, are they being affixed by security personnel to prevent removal and use by another person?
- Where will ID checks take place? Who will be checking?
- What are the responsibilities of the door/gate security (i.e. checking identification, monitoring for signs of intoxication)?
- Who will be counting entries and exits to the licensed area to ensure that capacity is not exceeded?

Event organizers should watch the [AGCO's webcast](#) about Special Occasion Permits for festivals and large public events, or review the [PowerPoint presentation](#) from the webcast. It is also recommended that event organizers engage the local AGCO inspector early in the licensing process by calling the general information line at 416-326-8700. S/he can provide advice on how to conduct a successful event.

Fencing

Both the metal barricades and the white picket fence at MCS meet the AGCO's requirement to separate the licensed area with a barrier or partition that is minimum 36" or 0.9m.

Insurance

Proof of liquor liability must be indicated on the event organizer's [Certificate of Insurance](#). If the event organizer is purchasing insurance through the City's insurance provider, the number of vendors serving alcohol will be required on the [quotation form](#). All events at MCS require insurance coverage of \$5 million.

Security

The minimum MCS requirements for *each* licensed area from the start of liquor sales until 1 hour after the end of liquor sales are:

- One (1) [paid duty police officer](#)* + one (1) security guard roaming
- A minimum of one (1) guard at the gate of the licensed area

We strongly suggest one or more door monitor(s) checking identification and counting entries and exits to ensure that capacity is not exceeded. This is in addition to the minimum security requirements for the site, the stage, load-in and load-out. Depending on the nature of an event, the CoM reserves the right to impose additional security requirements.

*subject to a minimum of 2 paid duty officers onsite