

Rentals involving alcohol, St. Mary's Boat Club and North Preston Community Centre

Effective: June 16/ 2016

Purpose:

To establish guidelines regarding venue rentals at St. Mary's Boat Club and North Preston Community Centre which are HRM owned and operated facilities, which involve the sale or provision of alcohol on the premises.

Policy Statement:

To ensure that all HRM facilities either owned and operated or owned and operated by others are managed in accordance with the Administration Order #53, the Municipal Alcohol Policy

Note:

At all times the operation of the bar and provision of bar services will be in accordance with Administration Order # 53

Option1: If Event catering involves bar services,

- The Caterer is responsible to obtain the appropriate Liquor License
- The Caterer will purchase all alcohol, manage and operate the bar and is responsible for all clean up including disposal of surplus products and empty containers
- The Caterer will provide a Certificate of Insurance evidencing proof of Commercial General Liability insurance with limits of not less than Five Million Dollars (\$5,000,000.) and with liquor not excluded; name Halifax Regional Municipality as Additionally Insured under their policy and review their operating procedures with Staff

Option 2: Renter provides Bar Service

At all times, bar pricing will be set at appropriate levels in accordance with Serve Right principles and industry standards

The following policies will apply to any type of bar service such as "host" or "open" or "cash" bars

Scenario A: Venue Staff operate Bar

- The Renter will be responsible to obtain the appropriate Liquor License and purchase the alcohol
- Venue Staff with Serve Right Training will manage, operate and clean up the bar area. No other parties will be allowed in the serving area
- Venue Staff will be responsible to clean up the bar area and secure all unopened or unused alcohol until such a time it is either disposed of or removed as part of the Rental agreement or in compliance with NS Alcohol and Gaming policies
- Staffing costs will be included in the venue rental invoice

Scenario B: Venue Renter Provides Volunteers to staff Bar and provide bar services

- Operation of the bar will be supervised by Venue staff with Serve Right Training, who will have the ultimate authority relative to all operations of the bar
- Venue Staff will assist with the provision of bar services
- Staffing costs will be included in the venue rental invoice
- The Venue Staff will not be responsible for the management or handling of monies, including the float. Responsibility will rest with the Renter and their Volunteer(s)
- It is the responsibility of the Renter to provide the names of the Volunteer (s) and proof of their Serve Right certification not less than two weeks prior to the rental. All Volunteers must be over the age of 19 and no other parties will be allowed in the serving area
- Volunteers must have their Serve Right Certification on their person to be in the bar area.
- The Volunteers will be responsible to clean up the bar area and secure all unopened or unused alcohol until such a time it is either disposed of or removed as part of the Rental agreement or in compliance with NS Alcohol and Gaming policies
- Under Option 2; Scenario A and B, HRM will insure the provision of bar service under the Municipal Insurance Portfolio