



**LUCKNOW & DISTRICT SPORTS COMPLEX  
PERMANENT LIQUOR SALES LICENCE POLICY AND PROCEDURES**

September 18, 2013 – Approved by the Lucknow & District Joint Recreation Board

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April 22, 2020 – Revised and Approved by the Lucknow & District Joint Recreation Board

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**LUCKNOW & DISTRICT SPORTS COMPLEX  
PERMANENT LIQUOR SALES LICENCE POLICY AND PROCEDURES**

**Establishment Licence Number:** 816242

**Issued to:** Township of Huron-Kinloss

**For:** Lucknow & District Sports Complex

**Address:** 662 Campbell St.  
Lucknow, Ontario

**Licensed Area(s):**

<b>Indoor:</b>	<b>Capacity:</b>
Main Floor: Southeast Section – Dave Farrish Champions Chamber	100
Second Floor: Northwest Section – Paul Henderson Hall	245
Main Floor: West Section – Arena Floor	1416
Main Floor: West Section – Tiered Seating (Arena Stands)	550
Main Floor: East Section – Dressing Room #1	22
Main Floor: North Section – Dressing Room #2	23
Main Floor: North Section – Dressing Room #3	23
Main Floor: South Section – Dressing Room #4	23
Main Floor: South Section – Dressing Room #5	23
Main Floor: South Section – Dressing Room #6	23

**Endorsement(s):**

Catering

## **GENERAL INFORMATION**

- Special Occasion Permits will not be permitted at the Lucknow & District Sports Complex. All events where alcohol is served shall do so under the Lucknow & District Sports Complex Permanent Liquor Sales Licence.
- All events where alcohol is served shall abide by the Lucknow & District Sports Complex Permanent Liquor Licence Policies and Procedures and the Ontario Liquor Licence Act.
- The Liquor Sales Licence, Alcohol Price list, and Fetal Alcohol Spectrum Disorder (FASD) sign must be posted and visible at all events where alcohol is sold and served.
- The Catering Endorsement can be used to sell and serve alcohol at events that are held in unlicensed areas other than a licensed establishment, or that are held in unlicensed areas within a licensed establishment.
- Bartenders and alcohol ticket sellers will be paid at an hourly rate set by the Lucknow Recreation Department plus be permitted to keep any tips.
- All bartenders and alcohol ticket sellers must be smart serve certified.
- Food will be available at all events where alcohol is being served.
- All events that operate under the Lucknow & District Sports Complex Permanent Liquor Licence are permitted to advertise the event, may profit from the sale and service of alcohol, and do not require a guest list for the event.
- Games of skill as well as silent and/or live auctions are permitted.
- Game of chance as well as 50/50 draws, raffles, and door prizes are prohibited unless a proper lottery licence is obtained.

## **FACILITY AND RENTERS RESPONSIBILITIES**

For all events operated under the Permanent Liquor Sales Licence, the Lucknow Recreation Department will supply and be responsible for the following:

- Purchasing and serving alcohol
- Alcohol tickets
- Pop, mix, cups, ice
- Cash floats for ticket sales
- Smart serve certified bartenders
- Smart serve certified alcohol ticket sellers
- Bar supervision
- Depositing cash after the event
- Payment of applicable profit share to the rental group
- Liability insurance
- All required signage as per the Liquor Licence Act
- Scheduling security personnel

For all events operated under the Permanent Liquor Sales Licence, the rental groups and individuals will be responsible for the following:

- Supervision of event along with staff
- Provide or arrange for sufficient food during the event
- Payment of security personnel
- Facility rental fees
- SOCAN fees (if applicable)
- Liability insurance fees

## **GENERAL PROVISIONS**

### **PROFIT SHARE**

The Lucknow & District Sports Complex offers a “Profit Share” opportunity for events where alcohol is served. The following rules apply to all profit share events:

- A total of 30 % of the gross revenue of alcohol sales will be issued to the rental group.
- A total of 30 % of the gross revenue of alcohol sales will be issued to the Lucknow Lancers.
- A total of 40 % of the gross revenue of alcohol sales will be issued to Service Clubs.
- There will be no profit share of alcohol that is served in the dressing rooms.
- If the gross bar receipts are less than \$500, there will be no Profit Share issued.
- If the gross bar receipts are less than \$250, the renter will also be responsible for bartender wages, charged at \$20.00/hour for a minimum of 4 hours.

The Profit Share will be a percentage of the gross revenue collected from the event.

### **SECURITY**

The Lucknow & District Recreation Department is responsible for booking security in the form of Police Officers or Private Security Companies. The rental group is responsible for payment of security. Payment of security will initially be made by the Lucknow & District Recreation Department. The rental group will then be invoiced for the security payment amount.

Security must be present for the following situations:

- All Stag & Does
- Outdoor Events
- Events on the Arena Floor and in the Dave Farrish Champions Chamber or Henderson Hall where alcohol is being served at the discretion of the Facility Manager.

A minimum of 2 security personnel is required for all aforementioned events where alcohol is being served. Events that have an estimated attendance of more than 400 attendees or events that create circumstances resulting in a higher risk event, may be required to have additional security at the discretion of the Facility Manager. All events requiring security may also be subject to additional security pending the policies of the security company.

## **RECOMMENDED NUMBER OF BARTENDERS/SERVERS**

Up to 50 people – 1

*51 to 200 people – 2*

*201 to 400 people – 3*

*401 to 500 people – 4*

*501 to 750 people – 6*

*751 to 1200 people – 8*

## **GENERAL RULES & GUIDELINES**

1. Only alcohol purchased under the Permanent Liquor Sales Licence may be sold or served
2. All alcohol sold and served must be consumed in the licensed areas.
3. Unlicensed alcohol is not allowed on the premise.
4. Jello shooters are prohibited.
5. Non-alcoholic beverages must be available.
6. Bottles of beer and all liquor must be poured into glasses. Cans of beer may be served to patrons without being poured into glasses.
7. Bar will close no later than 1:00 am.
8. Alcohol ticket sales will stop no later than at 12:45 am. Last call will not be announced.
9. No more than five alcohol tickets will be sold to a person at one time.
10. No more than two drinks will be served to a person at one time.

## **JOB SPECIFIC RESPONSIBILITIES**

### **GENERAL**

All bartenders, security, ticket sellers, event organizers and facility staff are responsible for:

- Checking identification at any time of anybody thought to be under the age of 25.
- Ensuring all persons in attendance are 19 years of age or older.
- Reporting people suspected to be under the age of 19 to security personnel.
- Patrolling the event regularly to ensure over consumption of alcohol does not occur.
- Ensuring that persons refrain from smoking cannabis and tobacco or the vaping of any substance while on, or within, 20 metres of the Lucknow and District Sports Complex Property.

- Ensuring no illegal activities such as drug use or consumption of personal alcohol is taking place.
- Not consuming alcohol before or during the event.
- Preventing alcohol from entering unlicensed areas.

## **SECURITY**

- Vigilantly checking I.D. of each person entering the event that appear to be under the age of 25.
- Quiz people on various areas of the I.D. shown.
- Refuse admittance to anybody under the age of 19.
- Refuse admittance to anybody who appears to be intoxicated.
- Check for outside alcohol being brought into the facility.
- Consult with other personnel at the event regularly regarding patrons suspected to be under the age of 19.
- Regularly monitor all exits, bar area, washrooms, dance floor, seating area and parking lot.
- Keep an accurate count of the number of people entering the event.
- Prevent alcohol from entering unlicensed areas.
- Clearing attendees from the facility and parking lots after the completion of the event.

## **ALCOHOL TICKET SELLERS**

- Sell no more than five alcohol tickets to a person at any one time.
- Stop all ticket sales at 12:45 am unless instructed by Staff to stop earlier.
- Do not sell bar tickets to anybody suspected of being intoxicated or under the age of 19.
- Report anybody who appears to be intoxicated or under the age of 19 to security.

## **BARTENDERS**

- Serve no more than two drinks to each patron at any time.
- Refuse service of alcohol to any person who appears to be intoxicated or under the age of 19.
- Report anybody who appears to be intoxicated or under the age of 19 to security.
- Do not allow people to stand around in front of the bar.
- Close bar at 1:00 am unless instructed by Staff to close earlier.
- Monitor the event location area every half hour to clear empty glasses off tables.

## **FACILITY OPERATORS**

- Monitor the event location area every half hour to clear empty glasses off tables.

- Monitor the event location area every half hour watching for attendees who appear to be intoxicated or under the age of 19.
- Report anybody who appears to be intoxicated or under the age of 19 to security.
- Check for outside alcohol being brought into the facility.
- Prevent alcohol from entering unlicensed areas.
- Regularly monitor the parking lots to ensure alcohol is not being consumed and no illegal activities are taking place.
- Turn all lights on no later than 1:00 am to signal the end of bar service.
- Ensure ticket sales stop no later than 12:45 am and bar service stops at 1:00 am.

### **PRICING STRUCTURE**

Beer	\$5.00 (H.S.T. Included)
Liquor	\$5.00 (H.S.T. Included)
Coolers	\$5.00 (H.S.T. Included)
Dressing Room Beer Service	\$3.00 (H.S.T. Included)

### **TYPES OF ALCOHOL AVAILABLE**

**(availability, brands, and products will be at the discretion of the Facility Manager)**

Beer – Bud Light, Budweiser, Coors Light, Twisted Tea

Rye – Alberta Premium

Rum – Bacardi

Vodka – Smirnoff

Spiced Rum – Captain Morgan

Peach Schnapps – Dr. McGillicuddy’s

Coolers – Palm Bay, Mott’s Clamato, Gin Smash, Social Lite

A standard alcoholic drink consists of one of the following:

- 1 oz of liquor
- 341 ml bottle of beer
- 355 ml can of beer

### **DRESSING ROOM BAR SERVICE**

Only alcohol that is purchased and served under the Permanent Liquor Sales Licence is permitted in the dressing rooms. Beer served in the dressing rooms will be sold at a price of \$3.00 per can of beer. Coolers served in the dressing rooms will be sold at a price of \$3.00 per can. Liquor will not be available in the dressing room bar service. Dressing room bar service will only be available after the ice rental has started. Dressing room bar service will not be available before the ice rental has started.



Teams that are regular ice rental users at the Lucknow & District Sports Complex have the option of having the cost of the beer included on their monthly ice rental invoices. These teams include, but are not limited to: Port Albert River Rats, Lucknow Lancers, Lucknow Legends, and all of the teams in the Lucknow Men's Recreation Hockey League. Any visiting teams or ice rental groups must pay for the amount of beer purchased the same night as the ice rental. It is the responsibility of the home team to make the visiting team aware that alcohol that is not purchased and served under the Permanent Liquor Sales Licence is prohibited.

Dressing room bar service will be conducted by the Facility Operator that is on duty. The following is a list of dressing room bar service procedures for the Facility Operator after the ice rental is complete:

1. Identify the number of participants on the team by counting the number of participants involved during the rental.
2. Allow no more than 3 beverages per participant.
3. Ensure that nobody under the age of 19 is consuming alcohol.
4. Document the amount of beverages served to the dressing rooms and the amount of beverages that were returned. Record the amount of beer that was purchased, cash received, team name, date, and sign the document.
5. Put all empties away in the bar storage room after the rental group has vacated the dressing room.
6. Deposit all cash received as directed by the Facility Manager/Recreation Co-ordinator.
7. Record any incidents or concerns on the dressing room bar service sheet.
8. Notify the Facility Manager in the event that an incident occurs.

## **TYPES OF EVENTS**

### **STAG & DOES**

- The Lucknow & District Recreation Department will provide bartenders and alcohol ticket sellers for all Stag & Does. The number of bartenders will depend on the estimated attendance as per the facility contract agreement.
- The Lucknow & District Recreation Department will purchase the alcohol prior to the event. Staff will also track the inventory of alcohol before and after the event.
- Every event will have a different colour of alcohol tickets. Alcohol tickets from past events will not be accepted.
- Staff will fill out the bar inventory sheet before and after the event to show how much alcohol was sold. Staff will also record the starting and ending inventory amount of mix (juice, pop, non-alcoholic beverages) and cups used at the event.
- Staff will fill out the deposit sheet with all of the cash received at the event and deposit that amount minus the float into the Bank of Montreal night deposit box.

- Staff will return all alcohol, mix, cups, alcohol tickets that were not used at the event to the locked bar storage room.
- Staff will put all empty beer and liquor bottles and/or cans from the event in the locked bar storage room.
- A profit share of 30% of the gross revenue will be paid to the rental group.

## **LUCKNOW LANCER GAMES**

- The Lucknow & District Recreation Department will provide one bartender for the sale and service of alcohol at Lucknow Lancer games.
- Members of the Lucknow Lancer Executive can assist with the sale and service of alcohol as long as they are smart serve certified. This will save on the expense of additional bartenders and create a larger profit share amount for the Lucknow Lancers.
- Alcohol tickets will not be available. A cash register will be used for the sale of alcohol.
- The Lucknow & District Recreation Department will purchase the alcohol prior to the event. Staff will also track the inventory of alcohol before and after the event.
- Staff will fill out the bar inventory sheet before and after the event to show how much alcohol was sold. Staff will also record the starting and ending inventory amount of mix (juice, pop, non-alcoholic beverages) and cups used at the event.
- Staff will fill out the deposit sheet with all of the cash received at the event and deposit that amount minus the float into the Bank of Montreal night deposit box or as directed by the Facility Manager/Recreation Co-ordinator.
- Staff will return all alcohol, mix, cups, alcohol tickets that were not used at the event to the locked bar storage room.
- Staff will put all empty beer and liquor bottles and/or cans from the event in the locked bar storage room.
- A profit share of 30% of the gross revenue will be paid to the Lucknow Lancers providing the event revenue is greater than \$500.00.

## **SERVICE CLUB EVENTS**

- The Lucknow & District Recreation Department will provide bartenders and alcohol ticket sellers for all Service Club Events. The number of bartenders will depend on the estimated attendance as per the facility contract agreement.
- Every event will have a different colour of alcohol tickets. Alcohol tickets from past events will not be accepted.
- The Lucknow & District Recreation Department will purchase the alcohol prior to the event. Staff will also track the inventory of alcohol before and after the event.
- Staff will fill out the bar inventory sheet before and after the event to show how much alcohol was sold. Staff will also record the starting and ending inventory amount of mix (juice, pop, non-alcoholic beverages) and cups used at the event.

- Staff will fill out the deposit sheet with all of the cash received at the event and deposit that amount minus the float into the Bank of Montreal night deposit box or as directed by the Facility Manager/Recreation Co-ordinator.
- Staff will return all alcohol, mix, cups, alcohol tickets that were not used at the event to the locked bar storage room.
- Staff will put all empty beer and liquor bottles and/or cans from the event in the locked bar storage room.
- A profit share of 40% of the gross revenue will be paid to the Service Club.

## **General Rental**

- The Lucknow & District Recreation Department will provide bartenders for all rentals.
- The number of bartenders will depend on the estimated attendance as per the facility contract agreement.
- The Lucknow & District Recreation Department will purchase the alcohol prior to the event. Staff will also track the inventory of alcohol before and after the event.
- Alcohol tickets will not be available. A cash register will be used for the sale of alcohol.
- Staff will fill out the bar inventory sheet before and after the event to show how much alcohol was sold. Staff will also record the starting and ending inventory amount of mix (juice, pop, non-alcoholic beverages) and cups used at the event.
- Staff will fill out the deposit sheet with all of the cash received at the event and deposit that amount minus the float as directed by the Facility Manager/Recreation Co-ordinator.
- Staff will return all alcohol, mix, cups, alcohol tickets that were not used at the event to the locked bar storage room.
- Staff will put all empty beer and liquor bottles and/or cans from the event in the locked bar storage room.
- A profit share of 30% of the gross revenue will be paid to the Renter providing that the event revenue is greater than \$500.00