

Risk Control Tasks to be Completed: Liquor Functions	Yes	No	N/A
Prior to the Event:			
<ul style="list-style-type: none"> ▪ A provincial liquor licence must be obtained prior to any event and displayed on the premises; 			
<ul style="list-style-type: none"> ▪ Consult your local Municipal Alcohol Policy to ensure that you comply with all by-laws in place relating to Alcohol service. 			
<ul style="list-style-type: none"> ▪ Check all tables and chairs within the facility and remove any unsafe or defective items; 			
<ul style="list-style-type: none"> ▪ Ensure that all entrances are free of any obstructions; 			
<ul style="list-style-type: none"> ▪ If the event is held in the winter, arrange for all entrances and sidewalks be cleared and salted and post signs indoors “Floor Slippery When Wet”. Ensure that all water areas are kept as dry as possible by mopping up any wet area; 			
<ul style="list-style-type: none"> ▪ If the bar is to be maintained by Kin, it is recommended that all servers have taken and passed the SmartServe program – previously known as the Server Intervention Program (S.I.P.) – or a similar provincially qualified program; 			
<ul style="list-style-type: none"> ▪ If the bar is to be maintained by someone other than individuals in Kin, those individuals should be qualified as above; 			
<ul style="list-style-type: none"> ▪ Should the event be held in an outdoor area, appropriate fencing must be used to section off the area; 			
<ul style="list-style-type: none"> ▪ Post a sign indicating that management reserves the right to deny entry to intoxicated and/or underage persons. 			
During the Event:			
<ul style="list-style-type: none"> ▪ Assign someone who is SmartServe trained to remain at the door to check age identification and fraudulent ID 			
<ul style="list-style-type: none"> ▪ Assign volunteers to work floor security; checking people at tables to ensure minors are not being served by their friends and to monitor those individuals (for intoxication) who are served beverages by friends vs. going to the bar to get their drinks 			
<ul style="list-style-type: none"> ▪ Should any patron appear to be younger than the legal drinking age for the relevant province, acceptable photo identification or Age of Majority card <i>must</i> be requested; 			
<ul style="list-style-type: none"> ▪ Contact local taxi companies to ensure they are available for patrons’ use and post the telephone numbers of these companies in appropriate areas (e.g. washrooms / telephone areas); 			
<ul style="list-style-type: none"> ▪ Count the number of guest on premises to prevent overcrowding and exceeding the legal capacity. 			
<ul style="list-style-type: none"> ▪ Ensure guests enter and exit from one entrance location only. 			
<ul style="list-style-type: none"> ▪ Should you have to bar someone from your events, send them a notice in writing. 			
<ul style="list-style-type: none"> ▪ Contact local Car Jockey, Operation Red Nose or similar types of companies or programs that allow for patrons to leave safely by having someone else drive their vehicle and post the telephone numbers of these companies in appropriate areas (e.g. washrooms / telephone areas); 			
<ul style="list-style-type: none"> ▪ Make public announcements that the above services are available at frequent intervals during the event; 			

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▪ Should any patron appear intoxicated, advise the bar staff and quietly advise the patron that he/she will no longer be served alcohol;			
▪ Should any patron become abusive, contact the local law enforcement agency – do not attempt to interfere in any potentially violent situation;			
▪ Should any liquid spill on the floor, mop up the liquid immediately to prevent anyone from slipping or falling;			
▪ Provide a range of food			
▪ Should any food fall on the floor, clean up the area immediately to prevent anyone from slipping or falling;			
▪ Should anyone be acting in an unsafe manner, whether intoxicated or not, advise the individual to refrain or otherwise leave the premises;			
▪ Offer non-alcoholic beverages at a reasonable price and serve in containers easily distinguishable from alcoholic beverages			
▪ Provide for an adequate guest to staff (volunteer) ratio			
After the Event:			
▪ Identify any damaged equipment and prepare an Incident Report			