



EVENT ORGANIZER AGREEMENT

LIQUOR LICENSED EVENTS

A. EVENT INFORMATION

EVENT NAME		RENTAL #	ATTENDANCE
LOCATION	EVENT DATE MM / DD / YY	LIABILITY INSURANCE POLICY # (if applicable)	
SPECIAL OCCASION PERMIT #	EVENT START TIME	ALCOHOL END TIME	EVENT END TIME

EVENT ORGANIZER'S NAME (PERSON AND/OR GROUP SPONSORING EVENT)	PHONE NUMBER	E-MAIL ADDRESS
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NAME OF DESIGNATE (IF APPLICABLE)	PHONE NUMBER	E-MAIL ADDRESS
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NAME OF DESIGNATE (IF APPLICABLE)	PHONE NUMBER	E-MAIL ADDRESS
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Will any persons under nineteen (19) years of age be in attendance? Yes No

B. EVENT WORKERS (proof of Smart Serve® certification must be submitted)

TYPE OF IDENTIFICATION TO BE USED FOR EVENT WORKERS (i.e. badge or t-shirt)

#	EVENT WORKER'S NAME OR SECURITY WORKER'S NAME	SMART SERVE® CERTIFICATION # OR SECURITY LICENCE #
1.	EVENT ORGANIZER	
2.	DESIGNATE	
3.	SECURITY WORKER	
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

If additional space is required to identify more Event Workers and/or Security Workers, please attach a complete list of names and certification numbers.

The personal information on this form is collected under authority of the Municipal Act SO 2001, c. 25. The information will be used to communicate with you regarding rental administration. Questions about the collection of personal information should be directed to >>>>>>>>



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ADDITIONAL TERMS AND CONDITIONS

As the Event Organizer:

1. I have read the Municipal Alcohol Policy and Procedures and understand the information and requirements contained within. I understand that it is my responsibility to contact the Town of Caledon to seek clarification should it be required and, I acknowledge the following terms as conditions of my rental.
2. I will supply the Town of Caledon with a copy of the Special Occasion Permit (herein referred to as SOP) or Liquor Licence (if using a Caterer's Endorsement).
3. I agree to satisfy the liability insurance requirements applicable, as set out in the Municipal Alcohol Policy and Procedures.
4. I agree to adhere to the conditions of the Municipal Alcohol Policy and Procedures and the *Liquor Licence Act*, R.S.O. 1990 c. L. 19 (the "*Liquor Licence Act*").
5. I agree not to hold the Town of Caledon responsible for any costs or losses incurred if it is deemed necessary to close down the event due to an infraction of the Municipal Alcohol Policy and Procedures or SOP.
6. I understand that I can be held liable for injuries and damages arising from failing to adhere to the *Liquor Licence Act* or from otherwise failing to take action that will prevent foreseeable harm from occurring to the participants, goods (equipment/facilities/etc.), or members of the general public.
7. I agree to be responsible for any charges against me for infractions under the *Liquor Licence Act* or other relevant legislation as levied by Ontario Provincial Police or an Alcohol and Gaming Commission of Ontario Inspector.
8. I understand that if an infraction of the Municipal Alcohol Policy and Procedures occurs, the Town of Caledon, Ontario Provincial Police and/or the Alcohol and Gaming Commission of Ontario may take the following steps:
 - i. Close the event at the time of the infraction; and/or
 - ii. Suspend or refuse from further use of Town of Caledon facilities.

Event Organizer/Designate's Name

Event Organizer/Designate's Signature

Date

FOR OFFICE USE ONLY

Agreement Received By: _____
Signature of Town of Caledon Representative

Date Received: _____