



Risk Management Considerations for Renting Your Facility

Rental of your organization's facilities to individual groups for holiday parties and other functions may involve the serving of alcohol.

The event sponsor (renter) is required to obtain a special events permit and ensure that all of the requirements outlined by the organization in the rental agreement are strictly followed. This includes taking responsibility for the behaviour of participants and guests.

If the event sponsor is serving alcohol, they should consider these points:

- Bartender(s) should be liquor service trained.
- Proof of certification should be provided to the organization.
- The event sponsor should support the Designated Driver program by clearly identifying designated drivers and:
 - Provide free non-alcoholic beverages.

- Provide alternative transportation (taxis, for example).
- Advertise that a Designated Driver program is in effect.
- The event sponsor should provide an adequate supply of food and non-alcoholic beverages.
- The individual who signs the special occasion permit application and the rental agreement must be in attendance.
- The event sponsor must also be comfortable making decisions that affect the operation of the event.
- The renter should monitor the premises and ensure the physical setting is safe at all times.
- The renter must follow your alcohol policies.

The organization should obtain proof of insurance coverage from both the event sponsor and independent bartender using your facility. The organization should be added as an additional insured to the coverage provided.

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