

<b>Section:</b>	<b>Facilities</b>
<b>Title:</b>	<b>Heritage Park Community Event Alcohol Serving Procedures</b>

## Purpose

To establish the procedures for Community events in the Heritage Park Centre, including Clarke Theatre or Cafetorium, to request authorization to obtain a Liquor Special Event Permit to serve alcohol during the event.

## Guidelines

1. As per Clarke Theatre and Community Gym Operating and Maintenance Agreement, 2020, the City and School District allow alcohol to be served and consumed in the Cafetorium for events in the Theatre or Cafetorium. The school district may consider authorizing an alternate location, depending on the needs of the event.
2. Notwithstanding, the school district retains the right to refuse permission to any group or organization requesting permission to serve alcohol if, in the school district's opinion:
  - a) the planned activity or event does not meet the goals and objectives of Heritage Park Centre or
  - b) the measures to control the physical safety of the building, or the entry and exit controls on the areas serving alcohol are insufficient and the applicant is unwilling to implement additional measures.

## Application

3. An application to serve alcohol at Heritage Park Centre must be submitted on the authorized form to the Secretary Treasurer for the school district at least 30 days prior to the planned activity and prior to any advertising of the event.
4. The applicant must provide the school district with the following documentation prior to the event. Failure to provide the required documentation will result in the cancellation of the rental agreement and the rescinding of the authorization to serve alcohol:
  - a) Serving It Right Certificate or Special Event Server Certificate, of the person responsible
  - b) Liquor Special Event Permit – See [Special Event Permit Terms and Conditions](#)
  - c) Certificate of Insurance
    - i. \$5,000,000 Comprehensive General Liability Insurance
    - ii. School District No 75 (Mission) and City of Mission, named as an additional insured
    - iii. Host Liquor Liability Extended Coverage
  - d) Community Use Rental Agreement (City of Mission document)

## Restrictions

5. The serving and consumption of alcohol at Heritage Park Centre is limited the cafetorium, or an alternate securable location as approved by formal resolution of the Board of Education.
6. The applicant must ensure
  - a. alcohol remains within the licensed areas. and
  - b. access to the licensed area is restricted to prevent any potential interaction with students.
  - c. alcohol is not stored on site and is not brought onto the site during school hours.

7. Adequate security must be provided and measures in place to ensure the physical safety of the building,
8. All Liquor Special Event Permit conditions must be adhered to.
9. Snack such as nuts, chips, cheese, as well as non-alcoholic beverages **MUST** also be available.
10. Drinking should not be promoted as an activity or be the primary purpose of the event.
11. Serving of alcohol must cease at least 30 minutes before the conclusion of the event.

**Date Approved:** June 2001 (formerly AP#602, and AP 2.7.2)  
December 2024

**Legal Reference:** *Liquor Control and Licensing Act*

**Cross Reference:** *Clark Theatre & Gym Operating and Maintenance Agreement, 2020*  
*Impairing, Banned or Controlled Substances Policy*  
*Community and After School Use of Schools Procedure*

**Forms:** Serve Alcohol Form