

Wellington Community Club - Policies

October 16, 2017

1. Bartender's Responsibility and Authority

As per provincial regulations under the PEI *Liquor Control Act*, Bartenders must hold a valid license or permit to serve alcohol. The Bartender / Bar Manager / Bouncer are also authorized during Club hours of operation for the following:

- To check IDs of anyone upon entrance to confirm they are of legal age (19+)
- To refuse entrance to anyone who cannot produce evidence of being of legal age
- To refuse admittance to anyone deemed intoxicated
- To bar-out any individuals for a period of time for unruly behaviour
- To close the Club if they feel the rules are not being followed by patrons

Please note that Bartenders and Staff are expected to comport themselves in a professional manner at all times and should likewise be treated with respect. They are mandated to follow the rules and regulations set by the Province and are subject to having their license suspended or revoked by the Province if they do not. Provincial Liquor Inspectors are mandated to visit licensed premises and confirm the rules and regulations are being followed. The *Liquor Control Act* and Regulations can be found on the internet and a copy of the *Licensee Policy Manual* is also to be available in the Club if there are any questions on policies that need to be verified. If there are any complaints for the bartender's behaviour or actions, or any other related issues of the Wellington Club, complaints can be directed to the Community Administrator or someone else in authority from the Community of Wellington in addition to a Provincial Liquor Inspector.

2. Club Minor's Policy

The Club must obtain approval from the *PEI Liquor Control Commission* prior to an event where Minors may be present, with the exception of Wedding functions which are exempt. For all other events, such as Fundraisers, Birthday Parties, Anniversary Parties, Private Functions, etc., the following must be adhered to:

- Minors are defined as anyone under the age of 19 years
- Minors are prohibited from being in the Club unless approved in advance
- A list of minors must be provided at least 7 days in advance of any function
- The name and age of the minor is required, with the name of Parent or Guardian
- Minors must be accompanied with their Parent or Guardian at all times
- When the Parent or Guardian leaves the premises, the Minor must also leave
- Minors are not allowed to make any orders or purchases at the bar
- Minors shall only be permitted in the licensed premises until 10:00pm
- A special form must also be signed for any Minor performing as an Entertainer

3. Staff Responsibilities

Staff in the Club must dress appropriately at all times and be neat in appearance and well groomed.

Only bartenders or staff are permitted behind the bar during open hours.

Staff are to be aware of the contents and provisions of the *Liquor Control Act, Regulations, and Policies* respecting the serving of liquor and other requirements.

Staff are required to be in possession of a valid training certificate under the PEI Mandatory Server Program.

Staff must ensure that they serve alcoholic beverages in a responsible manner because they can be held liable for their actions under the *Criminal Code* and *Liquor Control Act*.

Staff must not serve patrons to the point of intoxication. Service should be suspended and/or arrangements made to get an at-risk patron home safely as soon as it becomes apparent they are intoxicated.

Staff are to fill-in an Incident Log when necessary to record the details of any event or issue of concern.

4. Licensed Premises

It is prohibited from taking alcohol beyond the Club and Hall premises into the hallway corridor, kitchen area, washrooms, or outside. It is also prohibited from bringing-in alcohol into the Vanier Centre.