Guidelines for Food Service Operators/Liquor License Holders

1. In addition to Smartserve trained wait staff, York Security Services requires that event operators provide door staff.

2. Door staff:
   . shall not carry batons or other weapons, unless they are pay-duty police
   . shall limit their activities to the licensed area.

3. License holders shall have security plans, approved by York Security Services, for:
   i. regular hours of operation; and
   ii. those occasions when the license holder can reasonably anticipate the occupancy of the premises will exceed 80% of the permitted numbers.

4. A separate security plan must be created and approved for each special event. To do so, the following questionnaire should be completed and delivered to: Manager, Security Services, William Small Centre at least 48 hours prior to an event.

5. A copy of the security plan and proof of approval from York Security Services should be available at the event and may be requested.

Special Event Security Plan Questionnaire

1. Is this event sponsored, limited or targeted to a particular group or club?
   ____ Yes  ____ No

2. If “yes”, please provide name and contact information for the group:
   Name of Group ________________________________________________
   Contact(name/number/position/email address ________________________

3. What is the capacity of the venue (including patios or secondary rooms) i.e., number of people allowed per the liquor license? Fire regulations?
   ____
4. What is the approximate number of people expected for the event?

____

5. Is the venue fully specified on your liquor license? Is any part of the event to be held under a caterer’s endorsement or special occasion permit?

_____ Fully specified on liquor license

_____ Caterer’s endorsement (copy of the 10 days prior notification, required under the Liquor License Act, attached).

_____ Special Occasion Permit (copy attached).

6. How many door staff are booked for the event?

____

(Note: expected ratio of door staff to patrons is 1:50).

7. What is the status/affiliation of your door staff?

_____ Paid duty police

_____ Security Staff provided by an external agency

_____ Independent individuals hired by yourself or event sponsor

8. Is the event “all ages” or 19 and over only?

____ All Ages  _____ 19 and over only

9. If the event is all ages, then please list measures in place to identify underaged persons?

_____ Wrist banding procedure

_____ retaining photo ID

Other (list):
____________________________________________________
____________________________________________________
____________________________________________________