

APPENDIX L: RESPONSIBLE SERVICE OF ALCOHOL

As the licensee, the Halifax Convention Centre is committed to the responsible sale and service of alcohol and complies with the regulations of the Nova Scotia Alcohol and Gaming Division (AGD). It is the Centre's policy to serve alcoholic beverages in a professional manner which is intended to promote responsible consumption. Your support and commitment to the following guidelines is important to us and will help us deliver a safe and enjoyable event for all of your guests. Improper conduct, which includes but is not limited to profane or abusive language, physical harassment, or other abusive behavior, will not be tolerated. Guests who are demonstrating these behaviours will be asked to leave the facility.

Please share any relevant information regarding past events with your Event Manager. Include any patterns around beverage consumption to allow us to plan inventory and staffing to best serve your guests. Additionally, we request that you designate a "Person Responsible for the Event" to be in attendance for the duration of the event.

PER THE NOVA SCOTIA ALCOHOL AND GAMING DIVISION:

- All beverage services are provided exclusively by the Halifax Convention Centre;
- Outside alcoholic beverages are prohibited. Guests attempting to bring alcohol into the facility will be denied entry and the alcoholic beverage will be confiscated;
- Alcoholic beverages are restricted to the event area and may not be carried in elevators, on escalators, or be removed from the premises;
- Alcoholic beverages may not be used as auction or display items.

The Halifax Convention Centre, in consultation with the client, reserves the right to request that security and/or first aid staff be hired by you through the facility when alcohol is being served. Security is required for any dinner/dance event that includes alcohol service. Please speak with your Event Manager regarding staffing ratios.

A. RESPONSIBLE ALCOHOL CONSUMPTION:

The Halifax Convention Centre will discontinue service to patrons who violate the principles of responsible alcohol consumption and reserves the right to, at its own discretion, remove disruptive guests who may pose a threat to guests or property from the premises. We recommend that you include a message of responsible alcohol consumption as a reminder on your invitations, tickets, or programs.

B. PREVENTION OF SERVICE TO MINORS:

The legal age for alcohol consumption in the Province of Nova Scotia is 19 years of age. For each alcohol purchase, any customer who appears to be age 30 or under may be required to show valid, government-issued photographic identification, which proves that they are of the legal age for consumption. If a guest is a minor (under the age of 19), they

will not be served any alcoholic beverages and may not be present in the licensed event spaces past 9:00pm.

It is illegal for guests who are of age to purchase alcoholic beverages for minors. During your event, should facility staff witness a person of age purchasing alcohol and distributing it to a minor, our standard protocol is to immediately advise the Halifax Regional Police.

C. PREVENTION OF OVER SERVICE TO GUESTS:

Upon arrival to the facility, any guest who appears to be intoxicated will be denied access to the event.

Alcoholic beverages will not be sold or served to any person who is visibly intoxicated. Once a guest has been identified as exhibiting signs of possible intoxication, facility staff members are required to stop alcoholic service to the guest immediately and will facilitate the removal of the guest from the event space. We will require your active support to ensure the guest has safe transportation available to get them to their home, hotel or lodging.

To ensure all guests have a safe and enjoyable evening, you may wish to consider the following:

- Limit the bar service hours;
- Limit the amount of hosted alcoholic beverages;
- Host non-alcoholic alternatives;

Additionally, the Halifax Convention Centre abides by the following alcohol service guidelines:

Per Transaction Serving Limit: No more than two (2) alcoholic beverages may be sold or served per person, per transaction.

Serving Limits for Individual Drinks: Servers may not exceed the following ounces per single portions:

- Beer - 16 oz
- Wine - 5 oz
- Liquor - 2 oz

Please note: 'Bottle Service' for alcohol is not available.

APPENDIX L CONT.:

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E. HOURS OF SERVICE AND SALES CUT-OFF TIMES:

Bar service ends at 1:00 a.m. or earlier, based upon event schedule, with last call being given by Halifax Convention Centre staff 30 minutes prior to the end of the event. All patrons must vacate the facility no later than 30 minutes past the bar closure time, per the Nova Scotia Alcohol and Gaming Division Regulations.

Alcohol Service times are subject to change and Halifax Convention Centre Management reserves the right to stop alcohol service at its discretion.

Please note the Halifax Convention Centre reserves the right to modify this guideline at any time before or during the event, without advanced notice.