

HOST

a guide for responsible
entertaining



*Prince
Edward
Island*

CANADA

Prince Edward Island Liquor Control Commission



Table of Contents

Getting Started	
An overview of entertaining	3
Responsible Hosting	
The top 10 tips	4
Party Planning	
Step-by-step to a successful event	5
Stocking Your Bar	
A few essentials.....	10
Liability	
Your responsibilities as a host	12
Common Myths	
The facts about alcohol consumption	16
Mocktails	
Non-alcoholic drinks.....	19

Getting Started

YOU WANT TO ENTERTAIN, but aren't sure where to begin? Great parties don't just happen by chance. They're the result of careful, detailed planning.

To help you plan and host an event that's stress-free and enjoyable for you and your guests, the Prince Edward Island Liquor Control Commission (PEILCC) has developed HOST, with all the ingredients for more successful and memorable entertaining. These hosting tips can help take some of the guesswork and headaches out of planning a great party.

We know you care about your friends, family and guests. We've designed HOST to help you keep everyone safe at your get-togethers, whether they're backyard barbecues, intimate dinners with friends, weddings or patio parties. Enjoy your party, knowing you've created a comfortable, relaxed atmosphere for you and your friends to have a good time.

HOST covers a range of topics, from how to properly stock your bar, to information on host liability and common myths about alcohol, as well as timesaving tips and recipes for non-alcoholic Mocktails. The best part is that you'll be able to reuse this selection of useful items over and over again.

If you can't find the answers you need here, the PEILCC, as your Source for Entertaining Ideas, can assist you in many other ways. It's as easy as consulting one of our liquor store managers located across the province. You can then make an appointment with one of them for extra assistance in planning your next party. You can discuss the budget you'll be working with and you may also want to bring along your menu in order to get specific suggestions for food and beverage matching.

Our website, www.peilcc.ca, also offers consumers another good source of information for event planning. Along with carefully planning your event and getting organized, we have some suggestions for you to reduce the risks of alcohol-related problems when entertaining and help you ensure your guests arrive home safely. The tips on the next page offer some basic rules of thumb.



Top 10 Tips for Responsible Hosting

10. Don't plan physical activities when you serve alcohol. People are generally more prone to injury or mishap after drinking.
9. Always provide low-alcohol and alcohol-free beverages, such as mocktails, non-alcoholic punch, pop, bottled water, tea and coffee.
8. Serve snacks with drinks and always have food available throughout the party to avoid drinking on an empty stomach. Avoid serving salty, sweet or greasy snack foods as guests will become thirstier. High-starch and protein foods such as meats, veggies, cheeses, light dips and breads are good choices.
7. Be prepared for overnight guests.
6. Serve drinks yourself or designate a bartender instead of having an open bar, as guests usually drink more when they serve themselves. Avoid serving doubles and keep a shot glass or jigger next to the bottles — good measurement makes all the difference.
5. Have a plan to deal with any guest who drinks too much. Before the party, ask a reliable person to help you keep things under control.
4. Find out how guests will be going home from your party. Promote the use of designated drivers and keep cash and telephone numbers on hand for taxis. Encourage your guests to leave their cars at home and take public transportation, cabs or walk home. Be prepared to take away car keys. Never drink and drive or ride with anyone who has been drinking.
3. Stop serving alcoholic beverages at least an hour before the party is over. Bring out more alcohol-free drinks (bottled water, juice, coffee and tea) and food. Remember, however, that having coffee after drinking doesn't make you sober.
2. Plan ahead so that it's easy to follow this advice. Great parties don't just happen — they are the result of careful detailed planning.



And the number one party tip is:

1. Don't drink too much yourself. As the host, you can stay on top of, and avoid, potential problems when you can think clearly and act quickly.

For more information specific to your event, or for further advice on responsible hosting, speak to the staff at your local PEILCC store, or call the PEILCC's general inquiries number at 1-902-368-5710.

Take some time to review this information and use these handy tips to help plan your party. Enjoy!

Party Planning

You've decided to entertain and picked a date for your event. Now, the question is where to begin getting organized, which tasks to do when and how to ensure you've taken all the necessary precautions to minimize risk to your guests and yourself.

The better prepared you are, the more you'll be able to enjoy yourself during the party. Use the timelines suggested here to help prioritize the various steps that go into making sure your event goes off without a hitch.

Special Occasion Permits

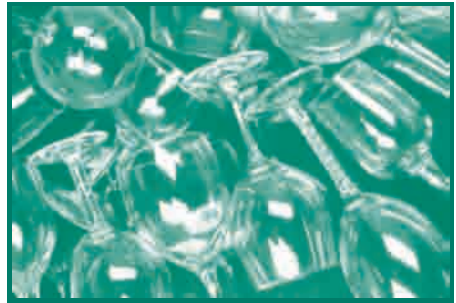
Start by determining whether you need a Special Permit for the type and location of the event you have in mind. You need one if you plan to sell or serve alcohol at special occasions such as weddings, charity fundraisers, receptions, etc. You don't need one to serve alcohol in a private residence, including the attached property (e.g., front or backyard). Selling beverage alcohol in a private residence is not permitted.

If you need a Special Permit for an outdoor event, you must submit your application at least 30 days beforehand. If you need a Special Permit for your indoor event or reception, applications must be submitted at least 10 days in advance. These time frames are required so that PEILCC staff can determine whether your event meets the eligibility requirements needed in order to process the application. Read about Special Permits on our website, www.peilcc.ca, pick up an application form at any PEILCC store or print it from our website.

Take your completed application to the PEILCC's Head Office, 3 Garfield Street, Charlottetown, PEI.

Two Weeks Before

Make lists of tasks to do between now and the day of the party (e.g., guest list, cleaning, shopping) plus various items you'll need (e.g., food, alcohol and other drinks, bar supplies, extra plates, cutlery, glasses, napkins, flowers, candles and bedding, so, if necessary, guests can stay over rather than drink and drive).



Invite your guests – remember to keep the numbers manageable for your venue, so you can keep things safe and under control.

Contact your household insurance provider to determine your liability coverage for the type of event you're holding.



One Week Before

Decide on what you'll be serving, whether it's a sit-down dinner, buffet, barbecue, snacks or hors d'oeuvres. Remember to avoid serving salty or greasy snack foods as they tend to make guests thirsty. High-starch and protein foods such as meats, veggies, cheeses, light dips and breads are good choices.

Once you know how many guests you'll be inviting, calculate amounts and make a list of necessities for the bar, including non-alcoholic drinks and mixers. The Handy Party Calculator on page 10 may assist you in determining amounts you need to buy.

Consult PEILCC staff for advice on food and beverage matching and quantities. Decide on appropriate wines/alcoholic beverages to purchase.

Make shopping lists of ingredients you can purchase in advance and which fresh items you'll need to buy closer to the date. Buy advance items and set aside in one spot.

If there is any food you can prepare in advance and freeze until your event, now's the perfect time to do so.

Think about where to place food and drink stations to allow for maximum mingling, provide food as guests arrive and don't make the bar too easily accessible or the focus of the party.

Assemble list of taxi numbers to have handy by the phone(s), plus extra bedding, towels or other supplies to allow for sleepovers the night of the party by any guests who are unable to make it home.

Make a list of emergency numbers and information. Post it visibly by the phone(s).

Designate a responsible adult bartender. Buy/assemble bar supplies: both alcoholic and non-alcoholic beverages, corkscrews, shot glasses, drinking glasses, cocktail napkins, ice bucket and tongs.

Day Before

Map out a schedule for the actual event: when guests will arrive; when you'll bring out which food; when activities, if any, will take place; when to close the bar and start serving non-alcoholic drinks or coffee, tea and desserts.

- Buy lemons, limes and other ingredients for mixed drinks.
- Stock up on ice and mixers.
- Refrigerate any drinks that need chilling.



The Main Event

Set up bar and food areas, plus an out-of-the-way location for coats, boots, shoes or umbrellas.

For winter get-togethers, be sure to clear away all snow and ice from your entranceway.

Know who the designated drivers are. Be sure to offer them enticing mocktails, bottled water, coffee or other non-alcoholic alternatives. Include a good selection of alcohol-free and low-alcohol options for all guests.

Circulate! If any of your guests are drinking too much, politely divert them, perhaps by engaging them in conversation and by offering them a mocktail. Monitor how much people are drinking and have a plan of action should someone overindulge or try to drink and drive. Speak with a reliable guest/friend in advance who can assist you if things get out of hand.

Be sure not to drink too much yourself. It's easier to stay in control of things if you haven't had alcohol or you have drunk responsibly.



If you're not serving a meal, have plenty of high-protein and carbohydrate snacks available. Alcohol affects guests faster on an empty stomach and having lots of food available can reduce the amount guests will drink.

Close the bar at least an hour before the end of the event. Wind things down by offering guests dessert and coffee or tea,

or other alcohol-free drinks.

Never allow anyone who may be impaired or intoxicated to drive. Call them a cab, arrange a safe ride home or insist that they spend the night.

How Much Do You Need?

THIS QUESTION IS ASKED of PEILCC staff all the time. While there are no absolute rules, here are some buying guidelines you may find useful. You can adapt these guidelines to suit your guests' and your product preferences. Remember that you may be held legally responsible for the actions of your guests. Don't serve your guests to the point of intoxication and never let them drink and drive.

Wine

A standard serving of wine is five ounces at 12% alcohol by volume. This means that you get:

- Five glasses per 750-mL bottle
- Seven glasses per litre
- 10 glasses per 1.5-litre magnum

Beer

Generally, one 341-mL (12-oz.) bottle of beer is one serving. So, a case of 24 beers provides 24 standard beer servings.

Spirits

A 750-mL bottle gives approximately 17 standard drinks. You will need three similarly sized bottles of mix. Guest preferences or a party theme may affect the types of spirits purchased, so the following is only a basic guide for making spirit purchases:

- 25 per cent Canadian Whisky
- 20 per cent Vodka
- 15 per cent Rum
- 15 per cent Liqueurs
- 10 per cent Scotch/Irish Whiskey/Bourbon
- 10 per cent Gin
- 5 per cent Brandy/Cognac



Estimating Buying Needs for Social Functions

Follow these guidelines when calculating your buying requirements:

- Generally, plan on four “standard drinks” per person for a three-hour event.
- Multiply that by the number of guests you expect in order to estimate the total “standard drinks” you may need for the event.
- Translate this number into the appropriate servings of wine, beer and spirits.

A *standard drink* = approximately a 12-oz. beer, a 5-oz. glass of wine or 1.5 oz. of spirits. So, for instance, if you expect 200 guests at a three-hour reception, anticipate serving about 800 *standard drinks*. Suppose about half the guests drink beer and the rest, wine and spirits. The 800 *standard drinks* would be divided as follows: 17 cases of beer ($4 \times 100 = 400$ bottles of beer/ $24 = 17$ cases) = 400 *standard drinks*; 12 bottles of spirits, 750 mL (17 *standard drinks* per bottle) = 204 *standard drinks*; 40 bottles of wine, 750 mL (five *standard drinks* per bottle) = 200 *standard drinks*.

Note: *We have rounded to the closest full unit and numbers may vary slightly. Also, when planning your purchases, remember that, once opened, spirits and liqueurs can remain stable for considerable periods of time, while wine and beer will deteriorate quickly.*

Lunch

One-third of a bottle of wine per person will give about two glasses each.

Dinner

Dinner is usually a bigger meal and lasts longer than lunch. It often includes several courses and matching a different wine to each course can add to the event. With this in mind, you may want to provide up to half a bottle of wine per person, allowing for three glasses for each guest.

Wine and Cheese Party

If you want to be sure you have enough, you might want to buy a little extra and estimate that guests may drink approximately four glasses of wine in a three-hour period. Ask your cheese shop, but a general rule of thumb is to allow at least a quarter pound (4 oz./114 g) per person. Have a nice variety on hand and remember to label the different cheeses so people know what they are trying.



Handy Party Calculator *

Number of people	50% Beer (cases of 24)	25% wine (750 mL)	25% spirits (750 mL)
12	1	3	1
25	2	5	2
50	4	10	3
100	8	20	6
150	12	30	9
200	17	40	12
250	21	50	15
300	25	60	18

* numbers based on an event of three hours' duration.

Stocking Your Bar

There are a few must-haves when stocking a bar. Soda water, tonic water, mineral water, ginger ale, cola (consider both regular and diet), tomato/tomato-clam juice, orange juice, ice, fresh lemons/limes, cocktail olives and onions, maraschino cherries and bitters should be on hand for preparing mixed drinks.

Here's what a complete bar might include. Whether you stock the entire list depends on your preferences and those of your guests.

- Red wine
- White wine
- Sparkling wine/Champagne
- Beer (domestic and imported)
- Coolers
- Vodka
- Gin
- Rum
- Whiskies (Rye, Bourbon, Irish Whiskey and Scotch – blended and single malt), depending on your tastes
- Dry and sweet vermouth
- Assorted liqueurs, brandies or Cognac



Of course, your bar should also include a good variety of nonalcoholic drinks for non-drinkers and designated drivers.

Bar Essentials

Next to the selection of beverages, glassware is probably the most important component of a well-stocked bar. Consider the following types of glasses:

- Red wine glasses (usually 8-12 oz.)
- White wine glasses (6-10 oz.)
- Champagne flutes
- Martini glasses
- Highball/lowball glasses
- Beer glasses or steins

An ice bucket, tongs and a corkscrew complete the mix.

Shaken or Stirred

The purpose of a shaker is not only to combine the spirits, but also to chill the alcohol. If you don't have a shaker, improvise by filling a small glass container with lots of ice. Add your cocktail ingredients and stir well until the surface of the container begins to frost. Strain and serve immediately.

Slice and Dice

Many cocktails involve some form of food preparation, whether it's preparing fruit for blending, making garnishes or slicing and squeezing citrus fruits. A cutting board, juicer, blender and selection of small knives make these tasks easier.



Cocktail Accessories

A selection of practical bar accessories makes mixing and serving drinks much easier. Cocktails are based on the art and science of matching flavours. A serious cocktail “mixologist” should have: a measured shot glass or jigger, cocktail spoons, swizzle sticks, cocktail toothpicks, muddlers (wooden pestles for crushing ice, fruits, mint, etc.), a strainer, a paring knife and a cocktail shaker.

Liability — your responsibilities as a host

Host Tip

Have a plan to deal with any guest who drinks too much. Before the party, ask a reliable person to help you keep things under control.

Responsible Hosting

When you throw a party, you want to make sure that all your guests enjoy themselves fully and return home safely. A little advance planning and awareness of the kind of situations that might arise can go a long way towards reducing the risk of drinking-related problems. Being a responsible host can also make it easier for you and your guests to have a good time.



You certainly don't want anything unpleasant to happen to your guests while they are in your home, on your property, or at any function or party you organize.

If alcohol is part of the festivities, at your home or elsewhere, you'll want to take care of your guests and make your party a success. For example, you wouldn't want one of your guests to start a fight, fall down the stairs or drive home after drinking and be involved in a crash.

If you serve drinks to someone to the point of intoxication, you're not doing anyone any favours: it's not good for the person, it's not good for the other guests and it's not good for you.

When you entertain, you have to take the necessary precautions to protect all your guests from harm, including those who may be impaired because they've had too much to drink.

Exercise caution and follow these tips to help keep things safer once the party has started:

Be a Responsible Host

Plan to drink minimally or not at all in order to stay in control. You'll be better able to avoid potential problems if you can think clearly and act quickly. Also, before the party begins, enlist a friend's help, if needed, should a guest drink too much. If someone is drinking too much, engage them in conversation, offer snacks and a non-alcoholic drink.

Do You Need a Permit ?

You'll need a Special Occasion Permit if you are planning to sell or serve beverage alcohol at special occasions such as weddings, charity fundraisers and receptions. You can get a permit through PEILCC stores throughout the province, from the PEILCC Head Office in Charlottetown, or print one from the PEILCC's website at www.peilcc.ca. PEILCC staff will be pleased to assist you in applying for your Special Permit and planning your beverage alcohol product selection. You don't need a permit to serve alcohol in a private residence, including its attached property (e.g., front- or backyard). Selling beverage alcohol in a private residence is not permitted. For more information, visit the PEILCC's website or call the PEILCC's Head Office, at 1-902-368-5710.

Alcohol Is a Drug.

Like other drugs, alcohol produces a wide range of physical and mental effects that vary from one individual to another. Even at low levels, it may affect perception, judgment, coordination and decision-making – long before there are obvious signs of impairment.

Designate Drivers

Before the party gets going, it's important to make sure all your guests have planned for a safe drive home. Know who the designated drivers will be. Then, serve them accordingly – that means no alcohol whatsoever.

Take the Fizz Out

If you serve an alcoholic punch, use a non-carbonated base, such as fruit juice. The body absorbs alcohol faster when mixed with carbonation, for example, in mixed drinks with carbonated mixes or sparkling wines.



Measuring Up

Mix and serve drinks yourself or appoint a trustworthy bartender rather than let guests serve themselves. And, while you're at it, be sure to measure drinks and by all means avoid serving doubles or shots. Don't refill glasses readily. Never let children serve or consume alcohol. For larger gatherings, consider hiring a responsible-service-trained bartender or taking the training yourself. It's also a good idea to locate your bar in a separate room, so that guests will have to travel to get there.



A Drink Is a Drink

Despite appearances, a standard serving of beer, wine and spirits each contains an equal amount of absolute alcohol. That means a 12-oz. beer (5% alcohol per volume), a 5-oz. glass of wine (12% alc./vol.) and a 1.5-oz. serving of spirits (40% alc./vol.) are all equal in alcohol content. Use a shot glass to measure drinks. Guessing can lead to excessive consumption.

No Means No

Never make drinking the focus of your event or force drinks on your guests. If someone says no to a drink, be sure to offer them nonalcoholic alternatives or mocktails. Also, don't force abstainers to make a public statement by serving alcohol in one type of glass and soft drinks in another. Plan on providing plenty of water and non-alcoholic beverages. Guests may also appreciate your including low-alcohol beers and wines in your bar.

Chow Down

Alcohol is generally absorbed into the bloodstream faster on an empty stomach, while food in the stomach tends to slow down absorption of alcohol. If you serve alcohol, always have plenty of easily accessible food on hand. If you're not serving a meal, have plenty of high-protein and carbohydrate foods available, such as cheese, meats, unsalted chips, crackers, nuts and pita bread. High-moisture-content foods, such as raw vegetables and fruits, with low-calorie dips, are also good choices. Avoid salty and greasy snacks, which tend to make people thirstier.



No Games Allowed

Drinking games encourage alcohol being consumed too quickly and could lead to alcohol poisoning, which is potentially fatal. Plan activities for your guests so that drinking isn't the main focus of the party and they'll be less likely to rely on it to loosen up.

A Bad Mix

Never serve alcohol to minors. In Prince Edward Island, the legal drinking age is 19 years. Don't plan physical activities or sports when you're serving alcohol. People may be more prone to accidents when they've been drinking.

Last Call

Never serve guests to the point of intoxication. Stop serving alcohol at least an hour before the end of the party. Close down the bar and make the transition by serving enticing desserts and coffee or other non-alcoholic drinks.

Happy Trails

Be prepared to arrange rides for guests with sober drivers, drive them yourself, let them sleep over or provide taxi fare. Be sure to have taxi numbers ready in advance. Never let anyone who's been drinking get behind the wheel of a vehicle. And it's always a good idea to remind your guests to buckle up.

Check It Out

Check on your home insurance policy's third-party liability coverage. Contact your insurance provider to help you understand your risks and responsibilities as a host and minimize potential problems. Following the advice your insurer gives can help you ensure a safe and entertaining event for you and your guests.



Common Myths About Alcohol

MYTH: Driving after only a drink or two is no big deal.

FACT: Drinking and driving is never OK. Impairment begins with your first drink. It's just not smart or worth putting yourself, and others, at risk.

MYTH: Eating a big meal before you drink will keep you sober.

FACT: Food in your stomach only delays the absorption of alcohol into the bloodstream. A full stomach doesn't prevent the effects of alcohol or intoxication.

MYTH: You'll be more affected by spirits than by beer or a glass of wine.

FACT: A drink is a drink is a drink. A 12-oz. beer (5% alcohol per volume), a 5-oz. glass of wine (12% alc./vol.) and a 1.5-oz. serving of spirits (40% alc./vol.) are all equal in absolute alcohol content.

MYTH: Switching between beer, wine and spirits will affect you more than sticking to one type of alcohol.

FACT: Wrong. Your blood alcohol concentration or BAC – the percentage of alcohol in your blood – is what counts, not the beverages consumed. Alcohol is alcohol.



MYTH: It's just a wine spritzer/beer. It can't permanently damage you.

FACT: Any kind of alcohol, if consumed irresponsibly, has the potential to seriously damage your digestive system. Irresponsible drinking could damage your brain, heart, liver, stomach and other critical organs. Not to mention that it could also take years away from your life.

MYTH: Everybody reacts the same way to alcohol.

FACT: Everyone is different. There are dozens of factors that affect reactions to alcohol: your gender, body weight, body chemistry, time of day, how you feel mentally, fatigue – and the list goes on.

MYTH: It's OK for me to drink as much as my boyfriend or husband.

FACT: It takes less alcohol for a woman to become intoxicated because women process alcohol differently than men. They reach a higher blood alcohol level than men do after drinking the same amount, even if they're the same height and weight.

MYTH: Alcohol gives you energy.

FACT: Actually, it's the opposite. Alcohol is a drug. It's a depressant and slows down your ability to think, speak and move. Even at low levels, it affects your perception, coordination and judgment, long before any physical signs of impairment occur.

MYTH: You'll sleep better if you've had a few drinks.

FACT: Wrong. Alcohol may help you fall asleep because it's a depressant, but it interferes with the quality of sleep and cuts down on the amount of restful sleep you get.

MYTH: A cold shower and a cup of coffee are good ways to sober up.

FACT: Although they may make you feel clean and awake, nothing sobers you up but time. Coffee is a stimulant – it'll keep you awake but won't sober you up.

MYTH: Alcohol makes you sexier.

FACT: Alcohol clouds your judgment and makes you less inhibited. And, physiologically, alcohol reduces your performance. You could end up engaging in something you hadn't planned on, including unprotected and/or unwanted sex. That puts you at risk of unwanted pregnancy and contracting sexually transmitted diseases (including HIV). Definitely not sexy.



MYTH: If someone passes out after drinking, it's best to let them sleep it off.

FACT: If a friend or a guest passes out, never leave them alone. Have someone call 911 for medical assistance. Be sure to roll them onto their side, with their head on its side as well, until help comes.

MYTH: You can only become an alcoholic after years of drinking.

FACT: You can develop alcoholism at any age. It depends on how much and how often you drink.

MYTH: People who drink too much only hurt themselves.

FACT: Everyone who drinks has a partner, parent, child, grandparent, sibling or friend who worries about them. And what if the problem drinker gets behind the wheel of a car and kills someone?

MYTH: It's none of my business if a friend is drinking too much.

FACT: If you're a real friend, it is your business. You can't make them change, but you can be honest. Who knows? Maybe they'll listen. You might even be able to help them decide to get help.

MYTH: The worst thing that can happen when you drink too much is ending up with a raging hangover.

FACT: If only. For one thing, if you drink a lot of alcohol quickly, it can build up in your body so much that you can die within only a few hours from alcohol poisoning. As well, you're more prone to accidents, which can be serious or fatal. You may also end up getting behind the wheel of a car and severely injuring or killing someone – or yourself. Definitely much worse than a hangover.

Mocktails

Wonderful non-alcoholic drinks



The Citrus Zinger

Fill a glass with ice. Add the juice of 1/4 fresh lemon, 1/4 fresh lime and 1/4 fresh orange. Top with lemon-lime soda and garnish with lemon and orange zests.

The Winter Cider

In a saucepan, dissolve 1/4 cup sugar in 1 cup boiling water. Add 2 cinnamon sticks, the peel of 1/2 lemon, 4 cloves and 1/2 tsp. ground allspice. Reduce heat and stir. Add 1 1/2 cups apple cider and stir for 3-5 minutes. Pour into a punch bowl or individual heatproof mugs and sprinkle with nutmeg. Serve hot.



The Nutty Chocolate Coffee

In a heatproof glass mug, add a piece of dark chocolate. Cover with 2 oz. hot coffee and stir until chocolate has partially dissolved. Add 1/4 tsp. almond extract. Top with equal parts hot coffee and hot milk and stir again. Garnish with whipped cream and shaved chocolate.



The Mint Divine

To a glass, add 4 mint leaves, torn, and 1/4 oz. lime cordial. Stir to mix. Top with soda water and garnish with a lime wheel.

The Caesar Celebration

Rim a glass with fresh lime and celery salt. Fill the glass with ice and add 1/8 tsp. hot pepper sauce, 1/2 tsp. Worcestershire sauce and the juice of 1/8 fresh lime. Top with tomato-clam juice and garnish with a fresh cucumber slice. Sprinkle with toasted pumpkin seeds and fresh black pepper.



Design: Strategic Marketing and Graphic Design

Printing: Document Publishing Centre

With the kind cooperation of the Liquor Control Board of Ontario

2006

www.peilcc.ca