

ALCOHOL REQUIREMENTS AND SERVICE POLICY

The *Furth Center* may allow the facility user to provide alcoholic beverage service if the Event Producer can demonstrate it is able to follow the requirements as outlined below and signs a copy of the "Alcohol Serving Agreement." The *Furth Center* management must be informed of, approve the serving of alcoholic beverages. The facility user must post the names and phone numbers of Cab Companies by the bar, provide a copy of Insurance for Public Liability, Property Damage, and Host Liquor Liability in the amount of \$1,000,000.

It is the responsibility of the Event Producer to manage the distribution of alcohol, and the Event Producer is fully responsible for any incidents involving alcohol and their event. _____ Initial

It is the responsibility of the Event Producer to monitor the service of alcohol beverages, manage the bartenders, make sure no one under 21 is drinking, and to "cut people off" who appear to be intoxicated or using poor judgment in their drinking behavior. _____ Initial

Guests and workers that show up intoxicated will not be permitted in the facility. Drinking alcohol in the kitchen is against the Furth Center Policy and it is not recommended for outside caterers and volunteers. _____ Initial

If a person does not comply with these policies and problems arise, they will be asked to vacate the facility. The Furth Center Managers can close the bar at any time, and can terminate the event if problems occur. If needed, the Furth Center will seek immediate assistance from the police to insure all policies are followed.

Events serving alcohol must observe and following

1. Events are limited to serving alcohol to no more than 5 hours. Alcohol can only be consumed at this time.
2. There must be bartenders dispensing the alcoholic beverages. The Bartenders can not be guests and should not be drinking alcoholic beverage before or during the service time.
3. Guests are only allowed to receive one drink per service, unless arranged for in advance.
4. Alcohol cannot be put on the tables without permission from the Furth Center management and special precautions must be in place to avoid over consumption by guests.
5. There must be food served during the time that alcohol is being served.
6. Alcohol must be less than 50% of the selection of all beverages being served.
7. The Event Producer must inform the Furth Center of all types of alcohol being served at least one week prior to event. No additional alcohol may be brought in and served without approval from the Furth Center. Guests may not bring in alcohol. People caught smuggling in alcohol will be ejected. The event may be terminated if the Event Producer can not manage the situation.
8. The facility user must provide security if alcohol is being served. There must be 1 guard per 50 to 100 guests, based upon the amount of alcoholic beverages being served and the duration of the event.
9. Alcoholic beverages and Keg Beer must be dispensed in Clear Cups. Client is responsible to supply cups.

Private events do not require an ABC license include weddings, anniversaries, and any other private function that is free of charge to the guests (no money changes hands), and is closed to the public. All functions must agree to and sign the "Alcohol Serving Agreement."

ALCOHOL SERVING ARRANGEMENTS

Name of Event _____ Date of Event _____ Number of Guests _____

Alcohol: Beer _____ Wine _____, Champagne _____, Spirits _____ 5hr service _____ to _____
Bartenders: _____

Event Producer _____

Event Producers Signature

Furth Center

By signing this policy sheet the event producer takes full responsibility for all alcohol being served and the behavior of all of your guests and vendors.

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Bartender Acknowledgment

Event _____ Date _____

The serving of alcohol during public assembly requires responsible behavior on the part of the Bartender. The Bartender may be liable if problems or injury are a result of the bartenders service.

Below are a list off conditions the bartender acknowledges are his responsibility.

- The Bartender agrees to limit the service of alcohol to _____ to _____ and to stop serving alcohol 1 hour before the end of the event.
- The Bartender should not be drinking alcoholic beverage before or during the service time.
- The Bartender agrees they should only serve one drink per service, unless arranged for in advance.
- The Bartender agrees not to serve alcohol to anyone under 21 years old, and to “cut people off” who appear to be intoxicated or using poor judgment in their drinking behavior.

Drinking age is born on, or before ____/____/____.

Bartender _____