

“REVISED”



DIOCESE OF TUCSON RISK MANAGEMENT ADVISORY

November 2011 (revised)

SERVING ALCOHOL AT PARISH FACILITIES

The following advisory is for serving alcohol at events held on parish property whether a parish sponsored event, a private party event, or a non-parish event. Your parish should consider adapting these guidelines to create a policy to meet the needs of your parish.

Insurance Requirements

If a parish is loaning out its facilities, renting out its facilities, or accepting a donation to use any of its facilities by a parishioner or outside group, the parish should require that the parishioner or group (Event Holder) provide proof of insurance for not less than one million dollars general liability coverage, or purchase special event insurance through the parish. If alcohol will be consumed at the event, the parish should require the Event Holder to provide proper Liquor Liability insurance to cover alcohol consumption, or to purchase coverage for alcohol consumption through the parish.

For private party receptions such as, but not limited to, weddings, showers, quinceañeras, and baptisms, the parish should require that the Event Holder, even if it is a parishioner, provide proof of insurance for not less than one million dollars (\$1,000,000) limit of liability of general liability coverage, or purchase special event insurance through the parish. If alcohol will be consumed at the event, the parish should require the Event Holder to provide proper liquor liability insurance to cover alcohol consumption, or to purchase liquor liability coverage for alcohol consumption through the parish.

Parish-sponsored events are already covered through the insurance purchased by the parish through the Diocese.

Guests or Participants

Parishes should prohibit guests, invitees, or participants from bringing their own alcoholic beverages to an event. All alcoholic beverages should be consumed in parish-designated areas of the event, and no guests, invitees, or participants should be allowed to leave the premises with any alcoholic beverages or containers distributed at the event.

Bartending Services

It is in the best interest of the parish for parish-sponsored, private party or non-parish events that are serving alcohol, whether charging, accepting donations for, or providing alcoholic beverages at no charge, that the parish require the Event Holder to contract with a licensed and insured Professional Bartending Service or Caterer. By doing so, the parish and the Event Holder will transfer the parish's responsibility for the distribution of alcoholic beverages and monitoring of their use. The parish should require that the Contractor provide a Certificate of Insurance and "Additional Insured" endorsement with primary language, showing the parish as the additional insured.

Suggested Procedures For Every Server of Alcohol:

- 1) Servers should be selected with care. Only individuals that demonstrate maturity and good judgment should be selected.
- 2) All servers should receive training and orientation prior to their service.
- 3) All servers and event hosts shall not consume alcohol during the event and must remain sober at all times. All servers must have attained the age of 25 years.
- 4) The event must be confined to the assigned room. Alcohol must remain within the room. If this is an outdoor event, other than an outdoor dinner party or reception, alcohol must be consumed within a confined area, such as a tent or temporarily fenced-off space.
- 5) Bars and serving stations must be attended at all times. Guests must never be able to help themselves to alcoholic drinks.
- 6) Proof of age shall be checked at **all** entrances to an event and guests who can legally consume alcohol shall be issued wristbands to wear. Hosts are required to attach the bands for the guests.
 - a. Alcohol may not be served to any individual who is under 21 years of age.
 - b. Arizona law is very specific about providing alcoholic beverages to minors. If convicted, penalties can include:
 - i. Maximum fine of \$2,500 plus an 80 percent surcharge
 - ii. Maximum jail sentence of 6 months
- 7) A server may not serve more than two drinks to one person at any one time. Pitchers of alcoholic beverages may not be served.
- 8) Food must be served at events where alcohol is served.
- 9) Alcohol may not be served to any individual who appears to be or is intoxicated.
- 10) An equal amount of non-alcoholic beverages must be available.
- 11) Alcoholic beverages may not be served within one hour of the advertised closing of the event.
- 12) Event Holders should consider offering transportation to anyone appearing to be intoxicated.

Liquor Licenses

If a parish intends to sell beer, wine, or liquor at its event; the local municipality may require the purchase of a Liquor License. Please check with your local jurisdiction (town, city, county) at least 90-days in advance of an event to secure the proper temporary license. There will be a fee for this license.

One Day Liquor License is required when:

- alcohol will be sold at the event, i.e. a cash bar (accepting donations at a bar or serving station is considered selling) or
- if an admission fee is required for entrance to an event where alcohol will be served.

Please note that a liquor license may not be required when alcohol is available, but not sold.

If a liquor license is needed for an event, it must be obtained by the Event Holder. The Event Holder must be at least 21 years of age with a valid Arizona Driver's License, Arizona Issued Identification Card, or U.S. Passport and be willing to remain present, sober, and not consuming alcohol throughout the entire event. If alcohol will be sold and served through a third-party vendor cash bar, the Event Holder is still responsible for obtaining the Liquor License.

Temporary Liquor License must be properly posted in accordance with local laws.

Security

When a parish has decided to loan out its facilities, rent out its facilities, or accept a donation for the use of any of its facilities by a parishioner or outside group, the parish should require that the parishioner or group provide security at events where alcohol is present. The Event Holder must provide security at a ratio of 1 guard per 100 guests, invitees, or participants for all events where there are 100 or more guests, invitees, or participants.

The Event Holder may contract an outside professional security service or may contact their local municipality to hire off-duty police officers or sheriff deputies. If contracting with a professional security service, the parish should require that the security service be bonded and provide a Certificate of Insurance and “Additional Insured” endorsement with primary language, showing the parish as the additional insured.

Firearms should be discouraged at any event serving alcohol. In Arizona “No Firearms Allowed” signs must be posted at all entrances to an event and posted next to the posted “Temporary Liquor License”.

Advertising an Event where Alcohol will be served:

Advertising should focus on the event, not the alcohol. Phrases such as "Beverages Available" and "Positive ID Required" are acceptable. Phrases such as "Wine Tasting Party", "Beer Bash", and “Beer Tent” are not acceptable. Also, advertising should not offer free alcohol, provide details of the type or brand of alcohol to be served, or include phrases such as "All You Can Drink”.