



Alcohol Beverage Policy

Contract Name: _____ License #: _____

It is the desire of the City of Winston that any alcoholic beverages served and/or consumed in conjunction with any activity on the Winston Community Center premises be done so in a responsible manner.

If you will have alcoholic beverages at your event, please be aware that the Oregon Liquor Control Commission requires that some events obtain a special permit if they are to have alcohol at an event. This includes:

- a. Any time alcohol is sold
- b. Any time it is served in conjunction with a renter who owns, operates or conducts a private or public club or place, or for a financial consideration by way of a charge for service, membership fee, admission fee, club dues, contributions or other fee or charge. (ORS 471.475 & 471.405)

Private weddings, receptions and parties may not need a special permit for serving alcohol. Please contact the OLCC at 440-3362 or at their website www.oregon.gov/olcc for clarification on this issue. **When a special permit is required from OLCC, a copy of such permit must be submitted to the City of Winston not less than 10 days prior to the event.**

Any event where alcohol is present, including a "bring your own bottle" type, the renter must supply a Certificate of Insurance that specifically states "Liquor Liability", reflecting \$500,000 combined limits of coverage. **An acceptable certificate of insurance must be submitted to the City of Winston not less than 10 days prior to the event.**

If alcohol will be served at your event by a professional service, that service will need to get the required permits and insurance. However, it is the renter's responsibility to let the City of Winston know of this intent and who the server will be. It is up to you to notify and follow up with your server regarding the City of Winston's alcohol policy.

Included with this policy is the brochure "What Every Volunteer Alcohol Server Needs to Know". This brochure covers tips for serving alcohol responsibly as well as signs of visible intoxication. It is recommended that those responsible for monitoring alcohol consumption at your event read, be aware and employ the information in this brochure.

Please sign below, certifying that you have received a copy of this document and the brochure, and that you will employ responsible alcohol serving at your event.

Signature

Date

Printed Name

Daytime Phone Number

Revised 10/08