

ALCOHOL POLICY
Alcoholic Beverage Packages and Requirements for ALL Renters

The Clayton Center (TCC) contracts with the Clayton Cultural Arts Foundation (CCAF) for bar services. Proceeds from the sale of alcoholic beverage packages and bar sales go directly to CCAF to benefit its programs.

The following regulations must be followed to serve any type of alcoholic beverages at TCC. These beverages include but are not limited to beer, wine, champagne, liquor and liqueurs.

General Alcohol Policies:

1. Arrangements for alcoholic beverage service at any rental event held at TCC should be made a minimum of **30 days prior to the event**. Requests for alcoholic beverage service made less than 30 days prior to the event will be approved at the discretion of TCC management and will be subject to an additional **\$100 late fee**.
2. All alcohol must be **bartended** by TCC/CCAF staff. No self-service alcohol by event guests is permitted.
3. **Bartenders** at an event **may not consume any alcohol** at the event prior to or during their shift.
4. At events where children are present and alcohol is served, the lessee is responsible to establish a system of **checking IDs** and identifying minors with the bartender/caterer.
5. **Bar service fees** (security/bar personnel) and **bar product fees** are **NON-REFUNDABLE** within **14 days** of the event.
6. Lessees must submit a copy of all applicable **ABC permits two weeks prior** to the event for TCC's files.
7. Alcohol brought on TCC's premises by the lessee (purchased from a third party) for an event must be taken **off the premises at the conclusion** of the event. Alcohol left behind by a lessee will be disposed of immediately.
8. Under no circumstances may a **raffle nor any other activity that could be deemed gambling** be conducted while alcohol is being sold, served, or consumed at an event.
9. At the discretion of TCC/CCAF staff, bars may be closed before the agreed upon time in the lease agreement.
10. TCC/CCAF reserves the right to refuse service of alcohol to any guest/attendee for any reason.

Security/Bar Personnel

Security and bar personnel will be provided by CCAF for any event involving the service of alcohol at TCC. Alcoholic beverage packages include the coordination of bars for the event, one security officer, and two bartenders for each bar. Additional bartenders and/or security officers may be requested by the client or required by TCC Management at the lessee's expense.

1 Bar: \$350 for the first 3 hours of bar service; \$55/hr for each additional hour.

2 Bars: \$500 for the first 3 hours of bar service; \$85/hr for each additional hour.

Bar Options/ABC Permit Requirements

Individual/Corporate Clients have 3 options to choose from for bar service:

1. **Cash Bar, CCAF provides product**
 - CCAF will offer a selection of beer, wine, and/or mixed drinks from its regular inventory.
 - Drinks will be sold at a cash bar at prices set by CCAF.
 - ABC permit provided by CCAF.
 - All proceeds from the bar will remain with CCAF.

2. **Open Bar, CCAF provides product**

- CCAF will provide bar products out of its regular inventory.
- Lessee will purchase all products (beer, wine, liquor, and/or mixers) from CCAF in advance of the event.
- ABC permit provided by CCAF.
- At the conclusion of the event, lessee will take all remaining bar product inventory purchased for the event off the premises. Failure to do so will result in forfeiture of all remaining products. **CCAF will not buy back any remaining unused products.**

3. **Open Bar, Lessee provides product**

- Lessee will purchase products from a third party (ex: grocery store) for the event and serve at an OPEN BAR.
- No exchange of money for drinks or service of drinks (i.e. tips) may take place between guests and the bar.
- Under no circumstances may the event be ticketed or may an admission fee be charged to guests.
- An ABC permit is not required for the service of beer and/or wine. However, if lessee wants to serve liquor and/or mixed drinks, they MUST ACQUIRE THE APPROPRIATE ABC PERMIT FROM THE NC ABC COMMISSION. We suggest you begin this process 30 days prior to your event. For more information (including permit fees) and to download the permit application, go to <http://abc.nc.gov/Permit> and click on "One Time Permits".

Nonprofit (NP) Organizations have the following options to choose from for bar service:

(*Nonprofits must prove 401(c)(3) status and must be the contracted lessee for the rental event.)

TICKETED EVENTS (admission fee required for any and/or all attendees):

1. Cash Bar OR Open Bar, NP client provides product

- Lessee will purchase products from a third party (ex: grocery store, etc.) for the event and serve at the event.
- An ABC permit is required for the service of alcoholic beverages. Lessee MUST ACQUIRE THE APPROPRIATE ABC PERMIT FROM THE NC ABC COMMISSION. We suggest you begin this process 30 days prior to your event. For more information (including permit fees) and to download the permit application, go to <http://abc.nc.gov/Permit> and click on "One Time Permits".

2. Cash Bar, CCAF provides product – see option #1 under individual/corporate client section.

3. Open Bar, CCAF provides product – see option #2 under individual/corporate client section.

FREE EVENTS (no admission fee required or donation requested for any individual to attend):

4. Cash Bar, NP client provides product – see option #1 under NP TICKETED EVENTS section.

5. Cash Bar, CCAF provides product – see option #1 under individual/corporate client section.

6. Open Bar, CCAF provides product – see option #2 under individual/corporate client section.

7. Open Bar, NP client provides product – see option #3 under individual/corporate client section.

Liability Insurance

Neither TCC nor CCAF will be held liable for illness or injury related to the consumption or service of alcohol on or off the premises. All renters serving alcohol must have a general liability insurance policy that meets the following requirements:

1. The policy must cover **\$1,000,000 in liability.**
2. The policy must be current and **cover the date of the event.**
3. The policy must **belong to the contracted lessee or a subcontracted vendor** (i.e., caterer) for the event in question.
4. The certificate of insurance must name **The Clayton Center and the Clayton Cultural Arts Foundation as additional insured parties.**
5. A certificate of insurance must be on file with TCC **two weeks** in advance of the event.