

ALCOHOL USAGE FOR THE WASHINGTON CIVIC CENTER

Alcohol use at the Washington Civic Center (WCC) is permitted under the following guidelines and policies:

INSURANCE: RENTER shall procure Liquor Liability or Host Liquor Liability Coverage naming RENTER as insured party and WASHINGTON TDA and the CITY OF WASHINGTON as additional insured parties in a minimum amount of \$1,000,000. Coverage shall coincide with RENTER'S use dates. Proof of insurance coverage must be provided to LICENSOR at least two (2) weeks prior to the event. The name on the insurance policy should be the name of the RENTER as it appears on the Civic Center Lease Agreement.

RENTER shall control the method of delivery to participants to ensure no underage or intoxicated persons are served alcohol.

General Liability Insurance may be required at the discretion of the WCC management for a given event. If such coverage is required, RENTER agrees to provide a general liability policy naming RENTER as insured party and Washington TDA **and** the CITY OF WASHINGTON as additional insured parties and covering claims for injuries, death and/or property damage arising out of use of the premises by RENTER in a minimum amount of \$1,000,000 and such terms WCC management may approve. Said coverage shall coincide with RENTER'S use dates.

If RENTER fails to provide evidence of insurance coverage at least two (2) weeks prior to the event, WCC management may secure the coverage and retain from security deposit such amounts necessary to reimburse WCC for the premium.

NON-TICKETED EVENTS - functions where there is no charge to your guests for attendance, refreshments or meals. No money is exchanged between the renter and guests. By state law individuals may not charge for attendance, meals or refreshments if alcohol is being served.

A. If spirituous liquor or fortified wines are served a Limited Special Occasion permit is required by the state of North Carolina. This permit is available to individuals, non-profit organizations and political parties for a fee of \$50. The completed application with fee and required documentation must be submitted to the ABC Commission no later than 14 days prior to your function to allow time for processing. The funds must be a certified check, cashier's check or money order and made payable to the North Carolina Alcohol Beverage Control Commission. A copy of the permit must be filed with WCC management and be displayed where the alcohol is being served. The permit may be found online at <http://abc.nc.gov/permits/special.aspx> or by calling (919) 779-0700.

TICKETED EVENTS - functions where tickets are sold or money is required from your guests in order to attend, participate, eat or drink at your function.

A. To serve any alcohol at a ticketed event, you must be a non-profit organization or political organization and obtain a Special One-Time permit from the state of North Carolina. This permit costs \$50 and must be submitted by certified check, cashier's check or money order and made payable to the North Carolina Alcohol Beverage Control Commission. The completed application with fee and required documentation must be submitted to the ABC Commission no later than 14 days prior to your function to allow time for processing. A copy of the permit must be filed with the Civic Center office and a copy must be displayed where the alcohol is being served. The permit may be found online at <http://abc.nc.gov/permits/special.aspx> or by calling (919) 779-0700.

BROWN-BAGGING is permitted only with a Special One-Time permit available through the state ABC Commission. As required by the State of North Carolina you must be a non-profit organization or political organization to qualify. The permit may be found online at <http://abc.nc.gov/permits/special.aspx> or by calling (919) 779-0700.

I have read and understand the user policies related to alcohol use at the Washington Civic Center.