

## **Stillwater Community Center Rules for Serving Alcohol at Privately Sponsored Events**

1. Persons or organizations renting Community Center facilities may not bring alcoholic beverages on the premises under any circumstances. Beer or similar "non-intoxicating" beverages (as defined in the Community Center Policy) may be dispensed on the premises only by licensed caterers who have been approved by the Community Center Management prior to the event.

2. The Community Center will maintain a list of caterers who have been pre-approved to dispense beer on the premises. Community Center Management will make an application form available to all local caterers to obtain prequalification. If a person or organization renting Community Center facilities desires to use a caterer not already on the approved list, it will be responsibility of the person or organization to qualify the caterer at least forty-eight (48) hours prior to the event.

3. Before any caterer will be allowed to dispense beer or other non-intoxicating beverages at a non-Community Center sponsored event, said person or entity shall meet the following criteria:

- a. Possess current state, county and city licenses to sell beer or other non-intoxicating beverages.
- b. Be able to produce proof of insurance as prescribed by the Community Center Alcohol Policies.
- c. Be able to produce proof of Workmens' Compensation insurance coverage as required by state law.

In addition to the foregoing, a caterer shall provide three (3) satisfactory references from persons or organizations who have hired the caterer to dispense beer or other non-intoxicating beverages at previous events.

4. All caterers serving beer or other non-intoxicating beverages at the Community Center shall agree to abide by the Policy for Alcohol Use at the Stillwater Community Center and these rules, and shall certify in writing knowledge of the same at the time of application.

5. No beer or other non-intoxicating beverage shall be dispensed between the hours of 12:01 AM and 2:00 PM.

6. No beer or other non-intoxicating beverage shall be dispensed to minors or intoxicated persons. Community Center Management reserve the right to immediately stop the dispensing of such beverages at any event where it is suspected that such activity has occurred.

7. Security for all events is the responsibility of the person or organization renting the facility and shall be provided under the following schedule:

Number of Participants

0-50

51-99

100-149

150-199

200-249

250-299

300 or more

Number of Security Officers

one (1)

two (2)

three (3)

four (4)

five (5)

six (6)

minimum of seven (7)

Additional security arrangements may be necessary as determined by Community Center Management.