



Town of Discovery Bay

Program Area: Parks & Recreation	Policy Name: Alcohol Policy	Policy Number: 022
Date Established: September 3, 2014	Date Amended: 09/18/2019	Resolution: 2014-21

POLICY STATEMENT

The Town of Discovery Bay Community Services District supports the ability to allow renters of District facilities the ability to host private parties and to serve or consume alcohol during facility rentals when it is determined by staff to be feasible and age appropriate. This policy provides the framework to guide renters in the process to be able to serve or consume alcohol for private parties and events. The Policy outlines the procedural structure that adjusts to the different types of facility rentals based on the number of planned attendees. Management within the District must determine the appropriateness for alcohol consumption during all potential rentals to maintain consistency with this policy.

APPLICATION, AGREEMENT, & SPECIAL ALCOHOL PERMIT

Each potential renter that would like to serve or consume alcohol during a facility rental must fill out the appropriate application and agreement as well as the special alcohol permit. The rental applicant must also meet all guidelines listed in the agreement. The District reserves the right to accept or reject an individual or group's offer to serve or consume alcohol. It is strictly prohibited to sell or barter alcohol, and will be cause for immediate revocation of the permit and the cancellation of the event.

SPECIAL ALCOHOL PERMIT QUALIFICATIONS

- **Age** - Any person seeking to rent a District facility who intends on serving or consuming alcohol must be 21 years of age with a valid ID, and anyone who wishes to serve or consume alcohol during the rental must be 21 years of age and have a valid ID. Special Alcohol permits will not be issued if the guest of honor is a minor or if the majority of the attendees are minors.
- **Applications & Fees** - All applicants must fill out a rental application for the facility they would like to rent. All rental fees and deposits must be paid in full prior to the event. The Special Alcohol permit must be filled out completely and submitted at least (2) weeks prior to the rental. The alcohol permit fee for the Special Alcohol Permit is based on the number of attendees who will be present during the rental period.

1-50 Attendees - \$50
51-100 Attendees - \$75
100+ Attendees - \$100
- **Insurance** - Applicants shall provide a Certificate of Insurance that names the "Town of Discovery Bay CSD" as the certificate holder, additional insured and include the Additional Insured Endorsement. Must provide proof of commercial general liability insurance in an amount of not less than \$1,000,000 each occurrence and \$1,000,000 general aggregate at least (10) business days prior to the event.

DETERMINING AND APPROVAL – SPECIAL ALCOHOL PERMIT

Once the District has received a Special Alcohol permit application, the Department Manager will review the permit and make sure that all qualifications have been met. Completed forms will be reviewed for approval by the General Manager, or designee, prior to issuance of a Special Alcohol Permit.

FACILITIES

The following are the District facilities at which serving or consumption of alcohol may be approved during facility rentals with the required permits and fees

Indoor Facilities

Discovery Bay Community Center's Multi-purpose Room
Discovery Bay Community Center's Art Room

Outdoor Facilities

Discovery Bay Community Center's Event Lawn
Discovery Bay Community Center's BBQ Area

RULES AND REGULATIONS

1. District facility attendant(s) shall be required by the District for rentals with 35 or more attendees. An added fee of \$20.00/hour per attendant will be charged and due at time of reservation. Generally, the District will require one facility attendant up to 35 participants, a second attendant up to 70 participants, and a third facility attendant for events with 70+. The actual number of facility attendants required may be higher and/or lower and is at the sole discretion of the District.
2. All guests who will be served alcohol must be at least 21 years old and be able to provide a valid ID. Guests who cannot provide a valid ID will be acknowledged as a minor. There are No Exceptions.
3. Alcohol service includes beer, wine, & champagne. Liquor and other distilled spirits are prohibited (Glass beer bottles are prohibited).
4. Alcohol may only be brought in by the person or organization responsible for the rental or a licensed caterer. Guests may not bring their own beverages to the event. Non-Compliance may result in the cancellation of the event and/or forfeiture of deposit at the discretion of Town staff.
5. Alcohol is not to be consumed outside of the rental area(s) and shall not be consumed in entry ways or parking lots.
6. All rentals that request alcohol must have a certificate of insurance that names Town of Discovery Bay as an additional insured, as described above.
7. Alcohol will not be permitted when the guest of honor is a minor, or when a majority of the attendees are minors.
8. Alcohol service must stop (30) minutes before the designated end time of the rental.
9. There may be additional requirements for rentals with more than (50) attendees including but not limited to necessity of security at the expense of the renter, at the discretion of Town staff.
10. Alcohol service or consumption that has not been approved or fails to comply with all requirements of the agreement will result in termination of rental, and forfeiture of rental deposit.
11. The event host is responsible to fulfill all requirements of the agreement. The District is not responsible for any loss of the rental expense due to the requirements not being met.