

Community Concert Hall Alcohol Service Policy

There is no alcohol beverage service allowed at the Community Concert Hall without permission of the Director of the Community Concert Hall. The right to sell or serve alcoholic beverages and/or concessions is held by the facility.

The Community Concert Hall at Fort Lewis College (hereafter referred to as the "Facility") holds a license to serve alcoholic beverages. Where service or sale of alcoholic beverages is requested at a scheduled event, contact the Director. Approval is not automatic; the Director reserves the right to approve or refuse any request for service of alcoholic beverages in the facility. Unless otherwise requested and approved, the Facility will operate a concessions station and bar during events. Costs will be covered by renter (concessions prices) or by customer on a sale-by-sale basis.

The following requirements must be met by those requesting service of alcohol in the Facility when concessions are not sold by the Facility (i.e. fundraisers for renters, private parties, etc.):

- Event must be held on a specific day and time. Permission is not transferable, nor is it valid for any event, location, day or time other than the one for which the event is contracted.
- Any alcoholic beverages sold or served must be sold or served by the drink only.
- Only alcoholic beverage(s) permitted for sale or service by the Director may be sold or distributed at the licensed premises.
- Consumption of alcoholic beverage(s) must remain within defined, licensed premises. Alcohol is not allowed outside of the Facility.
- Food and non-alcoholic beverages must also be available. Food and beverages that are not purchased through the Facility will have a service fee of (min. \$25) depending on requirements (linens, set up, cleaning, cups, napkins, recycling, etc.).
- The Facility must purchase the approved beverage(s) and arrange for storage and receipt of delivery prior to the event. The liquor license number must be provided to the distributor when the beverage(s) are purchased. Alcohol must be ordered at least

30 days in advance of event.

- No alcoholic beverage(s) may be served to persons under the age of 21 years. Facility will provide the bartender(s) at a \$10.00 per hour per server rate. In addition, depending on requested service, there are the following fees:

Wine \$5.00 per bottle corkage fee

Beer \$1.00 per bottle service fee

Beer tap fee \$50 per keg

(Corkage/tap/service fees include glassware, linens, ice, napkins, recycling, and physical set-up.)

- The Facility must provide all servers of alcoholic beverages (labor costs will be billed back to the client).
- If deemed necessary by the Concert Hall, additional supervision and security must be provided at the renter's expense.

The Concert Hall management retains the exclusive right to operate all liquor sales within the Concert Hall. Special event permits will be obtained by Concert Hall management for all events that liquor will be sold. No liquor will be sold at any event that is produced by students.

Food/Beverage Services Consumption

Concert Hall has exclusive rights on all food/beverage concession sales. Any dressing room or onstage food and/or drink requirements of the client's performer(s) and/or stage crews must be presented in advance of the event in writing and attached to the contract. The Concert Hall will help in supplying catering service upon request of the client.

