

PROCEDURE FOR ALCOHOL USE AT ST. PAUL'S

The office will retain copies of applications and permission documents for three years.

1. Copies of the St. Paul's Episcopal Church Alcohol Policy and Request to Serve Alcohol at St. Paul's form can be retrieved from the St. Paul's website or from the church office. Completed forms should be turned into the church office two weeks prior to the requested event date.
2. Applicant should notify Senior and Junior Wardens of the request.
3. Wardens will be empowered to approve or reject any application for alcohol use at St. Paul's.
4. Prior to notifying the applicants of the decision, the Rector will be informed of the wardens' recommendation and he/she will have the authority to overrule.
5. When the decision is made, the wardens will provide a copy of the application and completed Permission to Serve Alcohol form to the church office, which will in turn notify the applicant(s).

The office will retain copies of applications and permission documents for three years.

ST. PAUL'S EPISCOPAL CHURCH ALCOHOL POLICY

PURPOSE

This policy relates to the use of alcoholic beverages (other than at Holy Eucharist) on the property of St. Paul's Episcopal Church in Cary, NC (hereinafter, the "Church").

SCOPE

This policy applies to all groups or individuals using any facilities of the Church.

POLICY STATEMENT

Recognizing that occasions may arise when there will be a desire on the part of some persons or groups to serve alcoholic beverages on Church property, the Vestry has approved the use of alcohol on church premises, subject to certain restrictions defined in this policy. These restrictions follow the guidelines adopted in 1992 at the 176th Annual Convention of the Episcopal Church in North Carolina and reflect the action of the 1985 General Convention.

All applicable state, federal and local laws must be obeyed.

Alcoholic beverages and food containing alcohol must be clearly labeled as such.

Non-alcoholic beverages must always be served in an equally attractive and accessible way.

Food must always be served when alcohol is served.

Organizations sponsoring events in church facilities must request permission from the Church to serve alcoholic beverages and must comply with these guidelines.

The sponsoring group or organization must assume responsibility for people who become visibly intoxicated, and must make available alternative transportation for anyone whose ability to drive is impaired.

The serving of alcoholic beverages at Church events shall not be publicized as an attraction of the event, nor shall any advertisement of the event indicate that participants can bring their own beverages ("B.Y.O.B.").

A Request of Serve Alcohol at St. Paul's form must be submitted to the church office prior to the event. A Vestry appointed committee will review the application and approve or deny the request in writing.

Youth-sponsored events require specific regulations to ensure that no person under the age of 21 serve, consume, or handle alcohol in any manner. The following rules shall be adhered to for all such events:

- The sponsoring group must assign an adult "Risk Manager" to manage all aspects of the serving, consumption, and handling of alcohol, including clean-up. This person shall be identified prior to the date of the event.
- An adult shall be responsible for procuring, delivering, setup, serving, clean-up, and disposal of all bottles containing alcohol.
- Youth shall not handle any containers with alcohol, either full or empty, including, but not limited to, bottles, cans, glasses, cups or punchbowl containing alcoholic punch.
- An adult shall be responsible for clearing tables of used wine glasses or cups and returning them to the kitchen for washing or disposal.

REQUEST TO SERVE ALCOHOL AT ST. PAUL'S

Date submitted: _____

Sponsoring Group: _____ Contact Name: _____

Address: _____

Phone: _____ Email: _____

Event Description: _____

Date(s) and Time(s): _____

Please explain how alcohol will be served (i.e., cash bar, open bar, etc.).

What food and beverages are to be served? _____

How many people are expected to attend? _____ How many under 21? _____

Additional information may be added on the reverse of this form.

FOR YOUTH-SPONSORED EVENTS:

Name of Risk Manager: _____

Please explain the rationale for serving alcohol at the event (e.g., fundraising).

Permission and specific requirements may be based on these details and any others requested by the reviewing committee.

I have read the Alcohol Policy and agree to follow the guidelines contained therein.

Name: _____

Signature: _____ Date: _____

Applicant(s) must receive copies of the Alcohol Policy, including the Diocesan Guidelines. All guidelines must be followed.

Please turn in BOTH pages of this form for approval.

PERMISSION TO SERVE ALCOHOL AT ST. PAUL'S

Event Name: _____

Sponsoring Group: _____

Date(s) of Event: _____

Applicant Name: _____

Reviewed by: _____

Approved: _____ Date: _____

Approved: _____ Date: _____

Denied: _____ Date: _____

Denied: _____ Date: _____

Applicant notified of decision _____ Date: _____