

SAMPLE Alcohol Policy for Events at Privately Owned Facilities

As part of the contract include the following:

The Renter agrees to:

1. Provide proof of insurance not less than 30 days prior to the function. Examples of acceptable proof of insurance: Homeowners' Certificate, Commercial Business Liability Certificate, or Dram Shop Insurance Certificate for alcohol sales.
2. Pay deposit per the rate schedule attached.
3. Provide adult supervision for all functions held for groups under the age of twenty-one (21).
4. Specifically enforce the rules as they pertain to serving alcoholic beverages: **ALCOHOLIC BEVERAGES WILL NOT BE MADE AVAILABLE TO ANY PERSON UNDER THE AGE OF 21 UNDER ANY CIRCUMSTANCES WHILE ON THE PREMISES OF THE FACILITY.** This includes (specifics of the facility).
5. Automatic forfeiture of the deposit fee per the rate schedule attached if there is evidence of rule violations and forfeiture of a portion up to and including the entire deposit fee for property damage, cleaning expenses or costs associated with returning the facility to a rentable condition (see rules and regulations attached). Any damages in excess of the deposit fee shall be the responsibility of the Renter.

As part of the rules and regulations include:

Alcoholic Beverages: There is a _____ refundable deposit on all functions where alcohol is served and/or sold. Payment of the deposit fee is due at the time of reservation along with the full rental fee and subject to the following:

1. All alcohol consumption must occur within the fenced/separated portion of the property.
2. Private Parties (not selling alcohol): No license required
3. Cash Bars:
 - a. License required and must be displayed on the premises during the function.
 - b. Proof of Dram Shop Insurance required not less than 30 days prior to the function.
 - c. Alcoholic beverages will not be made available to any person under the age of twenty-one (21) under any circumstances while on the premises of the facility. This includes (specifics of the facility).
4. Have the adults who will be serving alcohol during the event attend the local Merchant Alcohol Training provided by the Van Buren County SAFE Coalition.
5. Contact the Van Buren County SAFE Coalition at 319-293-6412 for help and information on how to utilize the best practices for alcohol service during your event, use of their ID Scanner, development/provision of signage to be used at the event, and information on the Merchant Alcohol Training.

PLEASE NOTE THAT THE ABOVE ALCHOLIC BEVERAGE REGULATIONS ARE IN ACCORDANCE WITH THE IOWA STATE LIQUOR LAWS. IT IS YOUR RESPONSIBILITY TO OBTAIN A LIQUOR LICENSE FROM THE ALCOHOLIC BEVERAGE DIVISION PRIOR TO THE FUNCTION.

As part of the rate schedule:

Deposit Fee for all functions serving alcohol: _____ – Refundable if conditions are met.