

**WASHINGTON CIVIC CENTER
ALCOHOL USAGE INFORMATION**

Alcohol use at the Washington Civic Center (WCC) is permitted under the following guidelines and policies:

INSURANCE: RENTER shall procure Host Liability or Liquor Liability Coverage in a minimum amount of \$1,000,000 naming RENTER as insured party and WASHINGTON TOURISM DEVELOPMENT AUTHORITY (WTDA) and the CITY OF WASHINGTON as additional insured parties. Coverage shall coincide with RENTER'S use dates. Proof of insurance coverage must be provided to WCC at least two (2) weeks prior to the event. The name on the insurance policy must be the name of the RENTER as it appears on the Civic Center Lease Agreement.

- RENTER shall control the method of delivery to participants to ensure no underage or intoxicated persons are served alcohol.

- If RENTER fails to provide evidence of insurance coverage at least two (2) weeks prior to the event, WCC management may secure the coverage and retain from security deposit such amounts necessary to reimburse WCC for the premium.

ABC PERMITS: In accordance to North Carolina state laws anytime hard liquor is served at the WCC during an event an ABC permit is required. Anytime a nonprofit organization or political organization has a ticketed event where any type of alcohol (beer, wine, liquor, etc.) is served or sold an ABC Permit is required.

EVENTS:

- Non-ticketed Events** - functions where there is no charge to your guests for attendance, refreshments or meals. No money is exchanged between the renter and guests. By state law individuals may not charge for attendance, meals or refreshments if alcohol is being served. If spirituous liquor or fortified wines are served a Limited Special Occasion permit is required by the state of North Carolina. This permit is available to individuals, non-profit organizations and political parties for a fee of \$50. The completed application with fee and required documentation must be submitted to the ABC Commission no later than 14 days prior to your function to allow time for processing. The funds must be a certified check, cashier's check or money order and made payable to the North Carolina Alcohol Beverage Control Commission. A copy of the permit must be filed with WCC management and be displayed where the alcohol is being served. The permit may be found online at <http://abc.nc.gov/permits/special.aspx> or by calling (919) 779-0700.

- Ticketed Events** - functions where tickets are sold or money is required from your guests in order to attend, participate, eat or drink at your function. To serve any alcohol at a ticketed event, you must be a non-profit organization or political organization and obtain a Special One-Time permit from the state of North Carolina. This permit costs \$50 and must be submitted by certified check, cashier's check or money order and made payable to the North Carolina Alcohol Beverage Control Commission. The completed application with fee and required documentation must be submitted to the ABC Commission no later than 14 days prior to your function to allow time for processing. A copy of the permit must be filed with the Civic Center office and a copy must be displayed where the alcohol is being served. The permit may be found online at <http://abc.nc.gov/permits/special.aspx> or by calling (919) 779-0700.

BROWN-BAGGING: Brown-bagging is permitted only with a Special One-Time permit available through the state ABC Commission. As required by the State of North Carolina you must be a non-profit organization or political organization to qualify. The permit may be found online at <http://abc.nc.gov/permits/special.aspx> or by calling (919) 779-0700.

I have read and understand the user policies related to alcohol use at the Washington Civic Center.

Renter Signature/Date

Rev 06-11