



## ARCHDIOCESE OF ATLANTA EVENTS SERVING ALCOHOL CHECKLIST

Please complete this checklist for ALL events requesting to serve alcohol.

**Event Date:** \_\_\_\_\_ **Event Name:** \_\_\_\_\_

**Parish or School Name:** \_\_\_\_\_

**Event Coordinator:** \_\_\_\_\_

Completed	Steps
<input type="checkbox"/>	1. <b>PASTOR/ADMINISTRATOR/PRINCIPAL APPROVAL:</b> Pastor/Administrator/Principal has agreed that the party/event can be held in the parish/school facilities.
<input type="checkbox"/>	2. <b>OVERSIGHT:</b> If alcohol is served, indicate name of the individual (not the pastor or principal) with overall responsibility for Event Coordination (note above).
<input type="checkbox"/>	3. <b>PERMIT AND INSURANCE:</b> Georgia State Law does not allow for alcohol to be sold on church or school property except with a PERMIT and LICENSED CATERER. a. Alcohol permit can be obtained from the local municipality to sell alcohol for one day. b. A caterer should be hired and their license should be used.
<input type="checkbox"/>	4. <b>FOOD:</b> Provide food at all functions where alcohol is being served.
<input type="checkbox"/>	5. <b>ENDING TIME:</b> The event should stop serving alcohol one hour before the event is to end (note that time: _____.)
<input type="checkbox"/>	6. <b>ALCOHOL SERVED AS HOST:</b> Unless a PERMIT and CATERER are used: all alcohol must be furnished by the parish/school, as the "host": a. Alcohol cannot be sold, but may be provided. This is usually done on a "donation" basis, with consideration given to 2 token drink coupons per guest, for example. b. No "Cash Bars". c. No "BYOB" (Bring Your Own Beverage). Attendees are never permitted to bring alcohol to an event.
<input type="checkbox"/>	7. <b>LOCAL ADULT BARTENDER(S):</b> If an insured caterer is not being used, there must be responsible adult serving as bartenders who are not imbibing. They must understand their responsibilities for keeping a close watch on anyone who may be "over-served". Indicate the individual handling this responsibility in the area below.
<input type="checkbox"/>	8. <b>LEGAL AGE:</b> Bartender(s) must verify that anyone being served is of legal age.
<input type="checkbox"/>	9. <b>BACKUP TRANSPORTATION:</b> Plans should be made for offering rides or taxi availability in case someone does drink too much. Transportation options should be made clearly available.
<input type="checkbox"/>	10. <b>SECURITY:</b> Any time alcohol is present, security personnel should also be present.
<input type="checkbox"/>	11. <b>BEER AND WINE:</b> It is preferably to limit alcohol to beer and wine only.
<input type="checkbox"/>	12. <b>OUTSIDE USAGE:</b> If an outside group wants to rent the facility, a "Facility Usage Agreement" MUST be obtained, signed and sent to Catholic Mutual.
<input type="checkbox"/>	13. <b>ACCIDENT/INJURY CLAIMS:</b> In the event of a significant accident claim, or injuries, if the guidelines in this Checklist were not followed, the local parish/school deductible would be increased up to \$150,000 (which is the Archdiocese deductible for such claims).

Person responsible for monitoring for excessive alcohol: \_\_\_\_\_

Parish/School staff verifying this information:

\_\_\_\_\_ Date: \_\_\_\_\_