



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
☐	1. PASTOR/ADMINISTRATOR/PRINCIPAL APPROVAL: Pastor/Administrator/Principal has agreed that the party/event can be held in the parish/school facilities.
☐	2. OVERSIGHT: If alcohol is served, indicate name of the individual (not the pastor or principal) with overall responsibility for Event Coordination (note above).
☐	3. PERMIT AND INSURANCE: 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.
☐	4. FOOD: Provide food at all functions where alcohol is being served.
☐	5. ENDING TIME: The event should stop serving alcohol one hour before the event is to end (note that time: _____.)
☐	6. ALCOHOL SERVED AS HOST: 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.
☐	7. LOCAL ADULT BARTENDER(S): 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.
☐	8. LEGAL AGE: Bartender(s) must verify that anyone being served is of legal age.
☐	9. BACKUP TRANSPORTATION: Plans should be made for offering rides or taxi availability in case someone does drink too much. Transportation options should be made clearly available.
☐	10. SECURITY: Any time alcohol is present, security personnel should also be present.
☐	11. BEER AND WINE: It is preferably to limit alcohol to beer and wine only.
☐	12. OUTSIDE USAGE: If an outside group wants to rent the facility, a "Facility Usage Agreement" MUST be obtained, signed and sent to Catholic Mutual.
☐	13. ACCIDENT/INJURY CLAIMS: 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: _____