



## 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.<br>a. Alcohol permit can be obtained from the local municipality to sell alcohol for one day.<br>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":<br>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.<br>b. No "Cash Bars".<br>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: \_\_\_\_\_