



## Alcohol Policy

**Alcohol use at the HILCO Civic & Event Center (HCEC) is permitted only under this policy.** Renter must sign this Alcohol Policy for any program or event in which alcohol will be served or consumed, is responsible for following its terms, and must comply with Texas Alcohol Beverage Commission (TABC) regulations, county, state and federal laws of the United States, and rules of the Itasca Police and Fire Departments.

A person wishing to host an event with alcohol has two options:

(a) Renters for private parties not charging admission may bring their own alcohol. **No** direct or indirect sales of alcoholic beverages are allowed at such event. Renter will be solely responsible for bringing all alcohol inside HCEC prior to the event and removing all alcohol from HCEC after the event.

(b) Renter may hire a Caterer who holds a Catering Certificate from TABC to serve alcohol during an event, with an "open bar;" however, there can be **NO** sale of alcohol or tips for bartenders or alcohol servers.

1. All bartenders must be licensed. (This license is different from the Catering Certificate required by the Texas Alcohol Beverage Commission.)
2. Open alcohol containers or alcohol consumption are not permitted outside the rented room nor in the parking lot or other areas of the facility. Glass bottles are prohibited, all alcohol must be consumed in a non-glass container. Additional state law requirements may apply if a surcharge is assessed to enter an event.
3. Service or consumption of alcohol will be allowed only between the hours of 5 p.m. and 12 a.m. Monday through Friday and from noon until 1 a.m. Saturday and Sunday.
4. Renter is responsible for insuring guests are of legal age to consume alcohol and guests are not, and do not become, intoxicated.
5. Renter must specify the designated location in the room where alcohol will be kept during the event.
6. Renter and guests are solely responsible for the amount of alcohol consumed by any guest.
7. Renter shall indemnify and hold harmless HCEC, its staff, and any of its representatives for any claims, injuries, death, or property damage to HCEC, guests, Renter, or third parties that might occur as a result of alcohol being consumed at, after, or in connection with any Renter event at HCEC.
8. Any violation of these rules can result in the immediate shutdown of the event and forfeiture of all rent and deposits paid and due.
9. If alcohol is found at an event that was not registered as an event where alcohol will be served under this policy, the event may be closed immediately and all rent and deposits forfeited.
10. **SECURITY:** Security at the rate of \$45 per hour for each security guard is required for any event at which alcohol is served or consumed. Security officers are certified law officers and will enforce all laws and ordinances, including but not limited, prohibitions against public intoxication and minor in possession of alcohol. Security or HCEC staff may eject any person at HILCO Civic & Event Center who is disorderly; disruptive; intoxicated; fighting; shouting; using abusive, indecent, profane, threatening, or vulgar language; making offensive gestures or displays; being unreasonably loud; vandalizing or damaging the facility or property of guest; or refusing to follow this policy. **Renter shall hold harmless and indemnify and defend the HCEC, its representatives, agents, and security against any claim by Renter, Guest or Third party for ejecting or not ejecting any person. Any function where alcohol is served or BYOB, IDs will be checked at the door by the security officers.**

Security must be present 30 minutes before an event starts and remain until 30 minutes after the event and all guests have departed. **Security has a 4 hour minimum.** Renter must pay security payments 30 (thirty) days before the event. The required numbers of security personnel for an event serving alcohol are as follows:

Number in Attendance	Number of Required Security Officers
1-100	1*
101-200	2
201-300	3
301-400	4
401-500	5
501-600	6

\*Unless event dictates a minimum of two Officers.

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Print Name \_\_\_\_\_ Date \_\_\_\_\_

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Signature \_\_\_\_\_

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HILCO Civic & Event Center Representative \_\_\_\_\_ Date \_\_\_\_\_