

## CITY OF ST. MATTHEWS

### FACILITY RENTAL APPLICATION TO SERVE ALCOHOL

Alcohol may be served and consumed during rentals of the St. Matthews Community Center, only upon compliance with the terms and receipt of approval of this application. The following requirements shall be complied with to obtain permission to serve alcohol at a City facility: Responsible Party refers to renter of the event facility.

- Approval to serve alcoholic beverages must be requested by signing and submitting a Facility Rental Application to Serve Alcohol at the time the facility is being reserved.
- Alcohol may only be brought to a city facility and dispensed by a caterer/vendor/ concessionaire/bartender, all of whom must have completed Server Training in Alcohol Regulations (STARS), or equivalent training, **and** submit proof to the City of St. Matthews of a valid Alcohol Beverage Control License appropriate for, and prior to, the event.
- Applicant must name the Licensed Vendor, who will be the individual in charge of making sure that all the terms of the Facility Rental Application to Serve Alcohol are being followed.
- Alcohol shall only be served during the times that the facility has been rented.
- All dispensing of alcohol must be from an open formal bar or a designated bar area.
- All persons must dispose of their alcoholic drinks before leaving the rented area(s). At no time shall anyone leave the rented area carrying alcoholic beverages.
- Responsible Party agrees to ensure compliance with all applicable Alcohol Beverage Control requirements, including, but not limited to, ensuring that alcohol is not provided to or consumed by minors (persons under the age of 21), that patrons are not overserved, that alcohol is only consumed inside the event space and only during the event.
- **No firearms** allowed in event space per KRS 244.125
- **Liability.** The Responsible Party agrees to pay for any damage done to the facility, grounds or furnishings caused by the renter(s), their invitees, guests, caterers, or employees during or arising out of their rental. If damage should occur, notification will be given as soon as damages, replacement, repair and/or cleanup costs have been determined. If replacement, repair, and/or clean up by the City of St. Matthews staff is required, the renter will be financially responsible for the cost of the replacement, repair and/or clean up not covered by the deposit. The City of St. Matthews is not responsible for anyone injured on the premises, personal property left on the site, or rental equipment. The renter understands and agrees that it will hold harmless and indemnify the city for any and all claims or liabilities that may arise from the renter's event.
- **Insurance-** Either the Responsible Party of the event or the caterer/ contractor/ vendor/ concessionaire/ bartender providing alcoholic beverages at the event must carry or obtain a Liquor Liability Addendum to their General Liability Policy and have such policy endorsed to name the City of St. Matthews as additional insured on the policy. Insurance requirements are as follows:

- General Liability Coverage: \$1,000,000 per occurrence, \$2,000,000 annual aggregate;
- G/L must include coverage for the following
  - Must be on a per occurrence basis,
  - Must include Medical Expense limits of not less than \$10,000,
  - Personal and Advertising Injury limit of not less than \$1,000,000
  - Products and Completed Operations limit of \$2,000,000 aggregate
  - Fire Damage, any one fire limit of \$1,000,000
- Failure to provide certification and insurance in accordance with the above terms or to comply with any of the requirements set forth herein will result in denial of the application to serve alcohol. The city reserves the right to revoke or suspend an approval to serve alcohol at any time.

By signing below, as the Responsible Party who is seeking to rent a City of St. Matthews facility; **I agree to follow the rules, regulations, policies, and laws related to alcoholic beverage distribution and consumption. It is my responsibility to secure any necessary permits(s) and adhere to the terms of the City of St. Matthews Alcoholic Beverage Policy.**

- Printed Name of Responsible Party: \_\_\_\_\_.
- Address: \_\_\_\_\_ . Phone: \_\_\_\_\_.
- Email: \_\_\_\_\_.
- Facility \_\_\_\_\_ . Date of Event: \_\_\_\_\_.
- Time of Event: \_\_\_\_\_ until \_\_\_\_\_.
- Type of event: \_\_\_\_\_.
- Number of Guests Expected to Attend: \_\_\_\_\_.
- Alcohol Service Provided By: \_\_\_\_\_.
- Address: \_\_\_\_\_.
- Phone: \_\_\_\_\_ . Email: \_\_\_\_\_.

Signature of Responsible Party: \_\_\_\_\_ . Date: \_\_\_\_\_.

**CITY OF ST. MATTHEEWS APPROVAL/DENIAL:**

The foregoing Application to Serve Alcohol is hereby **approved/denied** (circle one).

By: \_\_\_\_\_ Date: \_\_\_\_\_.