

COMMISSION POLICY 1-13

Adopted August 19, 1998

ALCOHOLIC BEVERAGE SERVICE IN MUNICIPAL BUILDINGS

PURPOSE

The purposed of this policy is to establish regulations for lessees who want to serve alcoholic beverages including, but not limited to beer, wine and champagne (hereinafter "alcoholic beverages"), in municipal buildings.

APPLICABILITY

This policy applies to municipal buildings that are leased for wedding receptions, retirement functions, class reunions, and all similar events where alcoholic beverages will be served.

IN GENERAL

It is the responsibility of the Community Activity Director or designee to coordinate the rental of municipal buildings and the implementation of this policy.

It is the City's responsibility to minimize City liability related to the rental of municipal buildings for private use when alcoholic beverages will be served.

It is the lessee's responsibility to safeguard the safety and health of Oregon City residents and others when the lessee allows alcoholic beverages to be served in leased municipal buildings.

Any lessee who serves alcoholic beverages in a municipal building shall ensure all state and local laws are complied with by serving the alcoholic beverages and by those consuming the alcoholic beverages.

SPECIFIC REQUIREMENTS:

A. **TIME LIMIT.** Alcoholic beverages may be served in leased municipal buildings for period of time not to exceed four (4) hours.

B. **FOOD:** Food must be served if alcoholic beverages are being served.

C. **INSURANCE.** The lessee shall obtain, at the lessee's expenses, a \$1,000,000 liability insurance policy for bodily injury, including death and property damage. The lessee shall name the City, its officers, agents, and employees, as additional insureds on the policy. The lessee shall provide the City with a copy of the Certificate of Insurance of this effect at least seven (7) days before the lease commences. The Certificate of Insurance shall contain a clause to the effect that the City shall be notified in writing no less than seventy-two hours (72) hours in advance of the event insured if the policy is canceled or substantially modified.

D. **INDEMNITY.** The lessee shall sign an agreement with the City in which the lessee agrees to hold harmless and defend the City, its officers, agents, and employees from and against any and all claims arising out of the lessee's use of the municipal building.

E. OLCC LICENSE. In accordance with state law, if any financial compensation is going to be provided in exchange for alcoholic beverages, the lessee shall obtain a license from the Oregon Liquor Control Commission ("OLCC"). The lessee shall provide the City a copy of any such license at least seven (7) days before the lease commences.

F. OLCC PERMIT. Any person who will be serving alcoholic beverages in the leased municipal building must obtain an OLCC service permit. The lessee shall provide the City a copy of the OLCC permit at least seven (7) days before the lease commences.

G. RENTAL. The hourly rental of municipal buildings for events where alcoholic beverages will be served will be forty percent (40%) more than the hourly rental that is charged for use of a municipal building where no alcoholic beverages are served.

H. DEPOSIT. The lessee shall provide a \$500 security and damage deposit prior to the event. This deposit may be made via credit card, which will not be charged unless there is damage to the building as a result of the lessee's use of the building.