



Request to Sell or Distribute Alcoholic Beverages on A-B Tech Property

PURPOSE: To ensure that any alcoholic beverages at Asheville-Buncombe Technical Community College are consumed in a safe, legal, and responsible manner. Under North Carolina State law, it is a crime to serve alcohol to any person under the age of twenty-one (21). Also, anyone serving alcohol may be civilly liable for any damages or injuries caused by an intoxicated person. Functions at A-B Tech are covered by these laws and College personnel must require that attendees meet both social and legal standards for acceptable behavior.

At **A-B Tech Events, and events held on A-B Tech campuses by 3rd parties**, the following guidelines shall apply when alcohol is served:

1. Alcoholic beverages may be served no more than one (1) hour before food for main event is served.
2. Once food has been served for the main event, only beer and wine may be served during the main event.
3. Events at which alcoholic beverages are served may last no longer than three (3) hours.
4. For events that not do precede a meal function, serving heavy hors d'oeuvres, with at least two (2) hot hors d'oeuvres, is required.
5. Service of alcohol must be discontinued fifteen (15) minutes prior to the anticipated end of the event.
6. For all events where alcoholic beverages are served, only a licensed bartender may serve the alcoholic beverages and renting agencies must provide evidence of adequate commercial general liability insurance (covered under *Facilities Use Agreement*).
7. When serving alcohol, a *"Request to Serve Alcohol"* application, provided by A-B Tech, must be completed and returned ten (10) full business days prior to the event.
8. All entities, including A-B Tech internal events, must apply for, and be approved for, a *"Limited Special Occasion Permit"*, submitted to, and received from, the NC ABC Commission ([abc.nc.gov/permit/special permits](http://abc.nc.gov/permit/special%20permits)). This permit must be received by A-B Tech no later than five (5) full business days prior to the event date. Failure to obtain, or deliver, this permit will result in alcohol being banned from the event.
9. Alcoholic beverages must be served/consumed only in the area designated for the event. It is not permissible for individuals to take alcoholic beverages from that area.
10. The service of alcohol is limited to invitation-only, private events. Alcohol may not be served at events open to the general public.
11. Violation of this policy may lead to the termination of the event by an A-B Tech staff person and/or A-B Tech Police.

Bartenders and/or Catering Services must be licensed to serve alcohol. They shall provide proof that their staff has been adequately trained to recognize the early signs of intoxication in patrons. Staff must also be trained to exercise adequate intervention techniques to reduce or stop patrons' alcohol intake. Bartenders and/or Catering Services shall provide, in writing, intervention techniques, along with a copy of the liquor/serving license, appropriate insurance coverage, and a list of names, addresses, and ages of those who will distribute the alcohol. This documentation must be provided to A-B Tech Coordinator, Events & Facilities at least ten (10) business days prior to the event.

Food and Non-alcoholic Beverages MUST be made available at all events where alcohol is distributed.

Serving Minors

1. No one under the age of twenty-one (21) will be allowed to consume alcohol at an A-B Tech event or event held on A-B Tech campuses. Sponsoring group will need to provide A-B Tech Coordinator, Events & Facilities with detailed procedures to be followed to prevent service to minors (this is submitted with the *Request to Serve Alcohol* application).
2. A-B Tech Police must be notified at least ten (10) days in advance of the date and time of all events at which alcohol service is to be served. A-B Tech Police will provide security coverage. The sponsoring organization will be responsible for any additional costs associated with that coverage.
3. If requested, guests must provide photo identification for proof of age before being served.
4. No one under the age of twenty-one (21) may sign a *Facilities Usage Agreement* for an event where alcohol will be served.
5. At an event, if anyone is found to have provided an alcoholic beverage to an underage person, A-B Tech Police will respond and local police may also be called.

All parties involved in coordinating food service or catering an event at A-B Tech must sign this "**Notice of Sale or Distribution of Alcoholic Beverages on A-B Tech Property**" indicating their agreement and understanding of the above policy guidelines and agree to adhere to them at all times. Any member of the College community found to be in violation of the College alcohol policy shall be subject to disciplinary actions by the appropriate College office. A-B Tech departments require the approval and signature of the College President if students are to be present at the event.

Responsible Person in Charge of Activity (Please print and sign) *Date*

Catering Service - Responsible Person (Please print and sign) *Date*

A-B Tech, Chief of Police/Designee *Date*

President *Date*

Pursuant to Board policy, 318 and 501.05, these procedures must be followed when alcohol is to be served.