

The Community of the Blessed Sacrament Alcohol Policy

Sale or Consumption of Alcohol on the Premises

This policy supersedes all other policies regarding the topic, unless further restricted by law. The parish is a Christian family faith-based community. Therefore, it is recommended that spirituous alcohol be served at adult-only events. Any organization, ministry or premise user (i.e. social hall rental), hereafter referred to as “*organization*,” may provide spirituous alcohol, if so, the following applies:

1. State of Arizona Department of Liquor Licenses and Control Requirements and

General Information – refer to www.azliquor.gov/series15.html as subject to change:

- A temporary, non-transferable, special event liquor license will allow sale and service of spirituous alcohol for consumption only on the premises where the spirituous alcohol is sold, and only for the period authorized on the license. .
- The applicant for a special event license must request a special event application from the Department and file the application with the governing body of the City of Phoenix, where the special event at the parish is to take place, for approval or disapproval. If the local authority approves the application, and the event meets the requirements for granting the license, the State of Arizona Director of Liquor Licenses will issue a special event license to the qualifying applicant.
- No spirituous alcohol beverages shall leave premises – all spirituous alcohol beverage sales and/or distribution must be for consumption at the event site only - i.e. no party may leave the premises with an open container of spirituous alcohol.
- The *organization* must ensure that professional servers who have taken a [Title 4 training course](#) (spirituous alcohol beverage handling, laws and regulations) are

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the only persons allowed to serve spirituous alcohol at the events where liquor is sold.

- A pregnancy warning sign for pregnant women consuming spirituous alcohol must be posted within twenty (20) feet of the cash register or at point of distribution.
- An *organization* selling spirituous alcohol under a special event license must purchase the spirituous liquor from the holder of a license authorized to sell off-sale; except that, in the case of a non-profit *organization* which has obtained a special event license for the purpose of charitable fundraising activities, a person may receive the spirituous alcohol from a wholesaler as a donation.
- **Security Policies:** The *organization* must provide security to maintain the safety of those attending. The type of event, activities, attendees, location and time of day are factors the Police will evaluate in determining security needs.
 - If spirituous alcohol is being sold, the *organization* is required to have one (1) certified Police Officer or state-licensed private security officer for every 100 in attendance - i.e. 110 attendees requires two security officers. For every four (4) police or private security officers employed, the applicant must employ one (1) second-level supervisor (an officer of the rank of Sergeant or higher). For every four (4) second-level supervisors employed, the applicant must employ one (1) third-level supervisor (an officer of the rank of Lieutenant or higher).
 - If spirituous alcohol is being served at no charge, the *organization* must identify comparable number of persons to perform security-like surveillance.

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- The ***organization*** must provide a detailed diagram of the event site, showing control measures limiting access to and from areas where spirituous alcohol will be sold – i.e. the number and type of physical control barriers; i.e. fencing, barricading, walls, locked or limited access doors, that control and limit access to and from areas where alcohol is being sold or served; a defined sales and consumption area, such as, a Beer Garden, with controlled entrances and exits, limits access to people who can legally buy and consume spirituous alcohol. Whenever persons under age 21 are in attendance, appropriate control fencing and/or barriers should be provided.
- The ***organization*** should ensure that underage drinking, over-service, accidents and/or acts of violence related to service of spirituous alcohol are avoided. If any such things do occur, documentation must be collected (log ID and occurrence description (who, what, where, when...)) onto the parish's Incident Report Form which is available in the parish office and/or parish website (Forms).
- ***Liquor License Considerations:*** The liquor laws of the state of Arizona narrowly restrict the sale and dispensing of spirituous alcoholic beverages. The Special Event Liquor License allows a qualified ***organization*** to sell or dispense spirituous alcohol beverages in conjunction with fundraising and other activities while insuring full compliance with all applicable state and local laws and ordinances.
 - Obtain state and city application forms at City of Phoenix License Services, at least ninety (90) days prior to date of event. Obtain,

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complete and return the applications and questionnaires (state and city applications) to the City of Phoenix, License Services Office at 200 W. Washington St., 10th Floor.

- Average Approval Time: One (1) to seven (7) days.
- Period of Issuance: Qualifying organizations will be granted a special event license for no more than ten (10) days in a calendar year. Issued for no more than a cumulative total of ten (10) days in a calendar year. A special event may be held for more than one (1) day, but it must be held on consecutive days and at the same location, or additional licenses will be required. The license is automatically terminated upon closing of the last day of the event or the expiration of the license, whichever occurs first.
- Application Fees: Both State of Arizona and City of Phoenix non-refundable application fees are applicable – see applications for current fees.
- Fingerprint fee per card: Not applicable.
- Interim Permit fee: Not applicable.
- Termination: The license is automatically terminated upon closing of the last day of the event or the expiration of the license, whichever occurs first.
- Each license issued shall be conspicuously displayed at the place where event is being held for inspection by any peace officer, distributor or wholesaler.

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- Make security arrangements prior to submitting applications, in accordance with license guidelines.

2. Parish Requirements:

- A ***Fundraiser Request Form*** for each event (including non-fundraising events) must be completed and approval signatures from Parish Manager and Pastor must be procured before any event in which spirituous alcohol will be served (sold or provided) can be initiated and/or promoted. The form is found on the parish website under “Forms.”
- Any ***organization*** proposing to conduct an event during which spirituous alcohol is either sold or provided must show prove of insurance and obtain a special event liquor license from the State of Arizona, approved by the City of Phoenix, and ***comply with all regulations therein*** – see Section 1 above. A copy of the license application and actual license must be submitted to the Parish Office Manager (who manages facility’s usage schedule) at least 48 hours before event takes place.
- Prevent the general distribution of spirituous alcohol by anyone.
- Service and/or distribution per each request should be no more than two (2) spirituous alcohol servings per person.
- Types of Service:
 - Cash Bar:
 - Price list should be posted.
 - Availability should be through purchase of tickets – sale should be only to be those of legal age. Within 7-days after event, the number of tickets sold and number of attendees should be reported to the

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Parish Office Manager – this information should be attached to the original liquor license document.

- As stated above, only professional servers are allowed to serve spirituous alcohol that is sold at the event.
- No-charge/no-fee (i.e. included in dinner charge and/or no-charge/no-fee event):
 - Availability should be through distribution of tickets. Within 7-days after event, the number of tickets sold and number of attendees should be reported to the Parish Office Manager – this information should be attached to the original liquor license document.
 - As stated above, only professional servers are allowed to serve spirituous alcohol.
- Bring your own liquor (BYOB): If spirituous alcohol is being served as part of event (sale or no charge), no BYOB is allowed. All private spirituous alcohol must remain with, be consumed by, or be disposed of by the party bringing the spirituous alcohol as per procedures stated elsewhere in this policy. No fees of any kind may be charged for the possession or consumption of spirituous alcohol. Other than not having to obtain a special event liquor license, all other rules stated in this policy are applicable (i.e. security, nor leaving with open containers...).
- A “Non-Alcohol” section for use by persons not wishing to partake in the use of spirituous alcohol must be designated.
- Each table is limited to one (1) six pack of beer, or one (1) bottle of open wine and/or other type of spirituous alcohol.

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- If spirituous alcohol is served for any political group gathering (i.e. premise usage/rental), different State of Arizona licensing rules apply.
 - Spirituous alcohol cannot be sold on parish property situated within the City of Scottsdale, as different State and City rules are applicable. Any signage applicable to liquor serve must be within the parish City of Phoenix property.
 - Pre-event spirituous alcohol storage: Spirituous alcohol must be kept in a locked/non-accessible area.
 - Post-event clean up (at end of event – not next day): Any unopened containers of spirituous alcohol must be removed from premises and/or kept in locked/non-accessible area. Open containers of spirituous alcohol should not be left on premise or removed from the premises - they should be emptied and containers put into appropriate waste or recyclable containers – this includes BYOB.
- 3. Exclusion – BYOB:** Due to liability issues, bringing your own liquor (BYOB) should be discouraged. All private spirituous alcohol must remain with, be consumed by, or be disposed of by the party that brought it. No fees of any kind may be charged for the possession or consumption of BYOB spirituous alcohol. The area in which BYOB is being consumed must be clearly marked and separated from areas from attendees who have not brought spirituous alcohol. A special event liquor license is not required for BYOB – but all other policies stated in this document are applicable.