

# Alcoholic Beverages Policy

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## ADDENDUM A

This policy applies to individuals or groups requesting to use the Wake Forest Renaissance Centre (WFRC) who would like to offer or sell alcohol during rentals and special events.

### GENERAL POLICY

Special events and rentals at which alcohol is allowed may be limited. An appropriate "Limited Special Occasion Permit" from the North Carolina Alcoholic Beverage Control Commission is required and must be provided to the WFRC ten (10) business days prior to the scheduled event. Final approval will be made by the Renaissance Centre Manager or the Director of Parks and Recreation. A \$500 Damage Deposit is required at the time of contract approval by the WFRC staff.

We recommend starting the process of obtaining the appropriate permit thirty (30) days prior to the event. For more information, including permit fees, and to download the permit application, go to [www.abc.nc.gov/permits](http://www.abc.nc.gov/permits) and click on "One Time Permits."

### REGULATIONS AND PERMIT REQUIREMENTS

The Renter requesting to offer or sell alcohol must complete and provide the following:

1. The Renter is responsible for facility rental fees and deposits.
2. The Renter can serve beer, wine, fortified wine, or spirituous liquor to guests with appropriate permit.
3. The appropriate NCABC "Limited Special Occasion Permit" must be completed and provided to the WFRC.
4. Have a general liability insurance policy for \$1,000,000 per occurrence which lists the Wake Forest Renaissance Centre/Town of Wake Forest as additionally insured for the time the Renter will be occupying the Centre on the day of the event. This may be a new policy for the event, or an existing policy (i.e. personal homeowner or business policy).
5. The Renter is responsible for making security arrangements with the Wake Forest Police Department no less than thirty (30) days prior to the event. Officers must be paid directly by the Renter. The officer/s must check in with WFRC staff prior to and at the conclusion of the event. See Rental Contract contact information.
6. The offering or selling of alcohol should cease one (1) hour prior to the end time of the event.
7. The Renter is subject to loss of Damage Deposit, future use of any Town/Wake Forest Parks and Recreation Department facilities, and is responsible for any action taken from violations of any of the State of North Carolina and Ordinances adopted by the Town of Wake Forest regarding possession of alcoholic beverages in the facility.
8. The Renter is prohibited from storing any alcoholic beverages in the Renaissance Centre except during the time of the event as indicated on the "Limited Special Occasion Permit" and the WFRC Rental Contract.
9. Brown Bagging by guests (bringing one's own alcohol into the Centre) is strictly prohibited.
10. The Renter has received all approved WFRC documents and permits.

I hereby acknowledge that I have carefully read and understand all of the above regulations and requirements, and that I will be responsible for these regulations and requirements to be adhered to by the people at the event.

Renter's Name (print): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Renter's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

WFRC Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_