



MINEOLA CIVIC CENTER

Alcohol Policy for Meredith Hall And Civic Center Grounds

Revised April 2021

The Mineola Civic Center Alcohol Policy (AP) must be signed by Lessees for all events in which alcohol will be served and/or consumed.

In addition to the normal **\$350.00 Facility Deposit**, an additional **\$300.00 Alcohol deposit** is required for any event that will include alcohol.

Liability Insurance Policy - A minimum of \$1 million naming Mineola Civic Center as a Certificate Holder for the date of the event is required. This certificate must be received 2 weeks prior to event.

Approved BYOB Events will follow the below guidelines:

- a. Wine, Beer and Champagne only

Limited to:

Per Individual - One (1) bottle of wine or champagne

Per Couples - Two (2) bottles of wine or champagne

- b. Any alcohol packaged in bottles or cans, limited to:

Per Individual - One (1) six-pack or

Per Couple - One (1) twelve-pack and limited to that table only.

(A couple is limited to 12 regardless of the combination)

Private Party or Fundraisers for Charitable Organizations under 100 guests will follow the below guidelines:

Alcohol is limited to Beer, Wine, Champagne and wine-based margarita machines and must be poured from original container in to a cup or glass.

- a. All TABC laws and regulations must be followed if an admission fee is charged or if a ticket is purchased and you are serving any alcohol products
- b. The host of any event must provide a Seller Server Certified Bartender licensed through TABC and provide MCC a copy of SSC Bartender two (2) weeks prior to event

Private Party with over 100 guests will follow the below guidelines:

- a. Events with over 100 guests must employ a licensed and insured private bar tending company and have a minimum of two (2) Seller Server Certified Bartenders licensed through TABC during the event.
- b. License, insurance and company information should be presented to MCC Two (2) weeks prior to the event.

- c. Other restrictions will follow the private bar tending company policy.

Security Requirements for Events Serving Alcohol:

Mineola Civic Center management will arrange for off-duty Mineola police officers at Mineola Police Department's established rate. *(\$35/hour with a 4-hour minimum)* This rate will be paid for by Lessee, and MCC management will pay the Security Officers at the end of their shift.

Requirements are as follows:

- a. Events under 100 people, a minimum of one **(1)** licensed security guard is required.
- b. Events up to 250 people, a minimum of two **(2)** licensed security guards is required.
- c. Events with 251-350 people, a minimum of three **(3)** licensed security guards are required.
- d. Events with 351-450 people requires four **(4)** licensed security guards are required.

In addition to the above, the following will also apply to any event serving any alcohol products:

- a. At NO time shall alcohol be served to anyone under the age of twenty-one (21).
- b. No alcohol will be allowed at any event honoring a minor.
- c. No alcohol shall be consumed outside of the leased room in Meredith Hall or on the Civic Center grounds.
- d. Lessee is responsible for cleanup of all refuse. If beer, wine or champagne bottles are not placed in the trash cans, the facility and alcohol deposits will be forfeited.
- e. At no time will Mineola Civic Center staff supply or serve alcoholic beverages.
- f. All alcohol must be poured in to the cup provided by the Lessee. To-go cups are never allowed.
- g. Cash bars are only allowed through a licensed bartending service who have a permit to sell.
- h. Lessee is responsible for providing all bar related equipment and supplies.
- i. No glass bottles.
- j. Last call is 30 minutes prior to the event end time with bar closing 15 minutes prior to the event end time.

The amount of alcohol consumed by any guest will be the responsibility of the Lessee and not the responsibility of the Mineola Civic Center.

Mineola Civic Center, its Board of Directors, staff and any representatives shall not be liable for any and all injuries, death, or property damage which might occur as a result of allowing alcohol consumption at or in connection with any event at Mineola Civic Center.

The Lessee assumes full responsibility for the character, acts and conduct of all persons admitted to said premises during the term of this contract and Lessee shall comply with all laws of the United States, the State of Texas and the Mineola Civic Center Policies.

Any violation of these rules can result in the immediate shutdown of the event and forfeiture of all rent and deposits paid and due.

Client Signature

MCC Management Signature