Event Sponsor: _____   Event Date: _____

CARRBORO CENTURY CENTER
Alcoholic Beverage Signature Form

The Town of Carrboro's Town Council authorizes Century Center event sponsors to serve and consume alcoholic beverages as long as the guidelines listed below are followed. Alcoholic beverages (mixed drinks, beer, wine, and cordials) may be served under the terms and conditions consistent with the applicable laws of the State of North Carolina and of the policies of the Town of Carrboro and the Carrboro Century Center.

- Alcoholic beverages are served only to adults age 21 or older.

- Alcoholic beverages are served and consumed in the area where the alcohol permit is posted.

- If any event sponsor wants to serve alcohol and charge an admission fee or a fee for alcoholic beverages, the event sponsor shall contact the NC ABC Commission to obtain the appropriate permit. This permit must be given to the Recreation and Parks staff.

- **Alcoholic beverages are to be served by a licensed, insured alcohol distributor or caterer. If alcohol is not served by a licensed, insured alcohol distributor or caterer**, t**he event sponsor must provide a minimum of $1 million commercial general liability insurance and a certificate of insurance naming the Town of Carrboro as an additional insured**

- There is no set time limit for the serving of alcoholic beverages during an event. However, if alcohol is not being served in conjunction with a dinner function (either during a reception/social one hour prior to the dinner or during the dinner), the event sponsor must make arrangements to serve heavy hors d'oeuvres (at least two hot hors d'oeuvres while the alcohol is being consumed.

- If alcohol is served for more than one hour, the event sponsor shall request that the Carrboro Police Department provide a law enforcement officer(s) to monitor the event at a location that is near the Century Hall. The officer(s) will monitor the event during the entire time that the alcohol is consumed. The event sponsor shall pay the per hour fee per officer for the monitoring services. Police will determine how many officers are needed based on the expected attendance at the event. Request must be made at least one week prior to the event.

- **No alcoholic beverages may be brought in to the Century Center, except by the event sponsor or caterer. Kegs can be used for events, but they are not allowed in the Century Hall (they can be used in the hallway(s) outside of the Century Hall).**

- The caterer or event sponsor must arrange to obtain the alcoholic beverage and transport it to and from the Center. The alcohol must be properly chilled before serving.

- A permit will not be granted by the Recreation, Parks and Cultural Resources Department staff to college fraternities and sororities, unless a letter of support from the college or university president or designee accompanies the request for an alcoholic beverage permit.

- **If the event sponsor or any event participant fails to abide by these guidelines,** the Recreation, Parks and Cultural Resources Department reserves the right to revoke the permit and terminate the event prior to the scheduled finish time, with no refund.

- **If an event interferes with other groups using the Century Center due to alcohol consumption,** the Recreation and Parks Department reserves the right to revoke the permit and terminate the event prior to the scheduled finish time, with no refund.

- If the Recreation, Parks and Cultural Resources Department revokes a permit and terminates an event prior to the scheduled finish time, it may prohibit the event sponsor from renting the facility in the future.

- I certify that I have been authorized to act for and to execute this agreement on behalf of the Event Sponsor. The Event Sponsor read the guidelines and agrees to abide by all the Town of Carrboro guidelines and policies. The Event Sponsor agrees to defend the Town of Carrboro, indemnify it and hold it harmless from any and all claims associated with the Event Sponsor's use of Town property.

_____
(Event sponsor/print name)   (Signature)   (Date)