



Lewistown Community Center

108 Montgomery Avenue Lewistown, PA 17044 717-994-4368

lewistownborough.com

ALCOHOL SERVICE REQUEST

Thank you for choosing the Lewistown Community Center. By completing and signing this form, you are requesting permission from the Borough of Lewistown to have alcoholic beverages served at your event. As a matter of institutional policy, alcohol possession and consumption are generally prohibited at the Lewistown Community Center. However, the possession, consumption, and distribution of alcoholic beverages **may be** authorized in the context of a closed, catered event, and where the consumption of alcoholic beverages is not the primary purpose of the event. This request outlines the procedures for approval of alcohol consumption in the Lewistown Community Center, operated by the Borough of Lewistown.

When the request is completed and signatures are obtained from the renter, all paperwork required, along with your signed Rental Contract, will be forwarded to the Borough of Lewistown Borough Board Council for approval at their monthly meeting. Once approval is obtained, you will have been granted permission to have alcohol served at your Event, subject to all of the following requirements and terms.

Requirements for Alcohol Service

1. Name of Renter and/or Entity Renting: _____
2. Description of Event: _____
3. Name of Caterer and/or Bartender(s) for Event: _____
4. Address and Phone Number of Caterer: _____
5. Date of Birth of Bartender(s): _____
6. Only licensed bartenders/caterers will be allowed to serve or distribute alcohol at the event. The names, date of births, addresses and telephone numbers of any person that will be serving alcohol at the event must be provided. RAMP Certifications and driver's licenses must also be provided and submitted with this request at least 30 days prior to the event.
7. The renter, or caterer for the renter, must provide to the Lewistown Borough, at least 30 days prior to the Event, a Certificate of Insurance and endorsement for Liquor Liability insurance with limits of at least \$1,000,000.00, that lists the Lewistown Borough, its Council Members, Mayor, Officers, and Agents as "additional insured" on the policy. Please note that it is routine for the caterer that will be serving alcohol to provide the certificate of insurance. These insurance requirements are the minimum requirements and shall not be considered indicative of the ultimate amounts and types of insurances needed by Renter or Caterer, or a limitation of liability in the event of any claim.
8. No alcohol shall be sold on the Lewistown Community Center premises, unless the Renter and/or Caterer qualifies for and has obtained a "Special Occasion Permit" from the Pennsylvania Liquor Control Board. All laws and regulations set forth by the Commonwealth of Pennsylvania are to be followed.
9. The renter must be in attendance at all times when alcoholic beverages are served. All alcohol service and consumption must comply with Pennsylvania State Liquor laws and may only be served when food and non-alcoholic beverages are also served.

Alcohol Policy and Terms

1. This alcohol service request, along with all necessary insurance, permits, and certifications must be submitted at least 30 days in advance of the event. The Lewistown Community Center Building Coordinator will review event request, sign, and submit them to the Lewistown Borough Board Council for approval.



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Alcohol Policy and Terms (con't)

2. Alcohol service will only be permitted in an environment where alcohol consumption is in moderation and where the majority of the attendees are of legal drinking age. Any minor (those under the age of 21) must be accompanied by a parent or legal guardian and should be under their supervision at all times. The Renter acknowledges responsibility to ensure minors will not be served alcohol at the event.
3. No Alcohol Service Request will be approved for any event where invitees or persons attending are requested to "bring their own bottle". Alcohol service must only be provided by certified bartenders only.
4. No person(s) who are visibly intoxicated, reasonably suspected to be impaired, or under the age of 21 will be served. All liquor laws must be followed as set forth by the Pennsylvania Liquor Control Board and/or the Commonwealth of Pennsylvania.
5. Persons attending the event may not contribute toward the cost of the alcohol or be charged an admission fee.
6. No alcohol will be served after midnight unless prior approval is received from the Lewistown Borough Board Council.
7. Alcoholic beverages **may not** be taken outside of the Community Room of the Lewistown Community Center. The renter acknowledges responsibility for ensuring alcohol is only consumed inside the Community Room and not transported, consumed, or possessed outside of the Community Room.
8. Advertising that alcoholic beverages will be provided is prohibited.
9. Food and non-alcoholic beverages must be provided at any event that will be serving alcoholic beverages.
10. In application of this policy, the Borough of Lewistown shall not discriminate on the basis of race, sex, color, national origin, religion, age or against persons with a disability.
11. **The Borough of Lewistown reserves the right to review and evaluate all applications, and can, with sole discretion, refuse to grant allowance to serve alcohol at the event.**

Special Requests:

By signing below, the undersigned individual acknowledges that he/she has read and understands the terms and rules to this alcohol policy and the requirements set forth by the Pennsylvania Liquor Board and Commonwealth of Pennsylvania. In addition, you agree to hold harmless, defend and indemnify the Borough of Lewistown, its Council members, Mayor, Officer, and Agents from and against any claims, injuries, causes of action, damages, and expenses, including attorney fees resulting from or arising out of the service or consumption of alcohol at the Event.

(Print Name of Renter and/or Entity Renting Facility) (Signature) (Date)

Based upon the information provided, I recommend this event to be approved by the Borough Council for the service of alcohol.

(Print Name of Lewistown Community Center Representative) (Signature) (Date Signed)

Approved by Council <input type="checkbox"/> Date: _____
