



## Policy: Alcohol Events

**Lake City Center (LCC)** does not carry an alcohol or liquor license; therefore, we will not sell alcoholic beverages at any of our events nor allow it on premises without proper insurance coverage and server. The approval to serve and/or sell alcohol at events will be governed by specific state laws, county and city ordinances, and **Lake City Center** regulations. **LCC** expects that individuals and groups operate within these laws and regulations and will engage in responsible and appropriate drinking behavior.

### Regulations

1. Events in which alcohol beverages are to be present must conform to the provisions of state laws, county ordinances, Lake City Center regulations, rules of conduct and this policy.
2. Use or possession of alcoholic beverages by any person under the age of 21 is prohibited.
3. It is unlawful for a person under 21 years of age to falsely represent him or herself to be 21 years of age in order to obtain alcohol.
4. Aiding a minor in procuring alcohol is prohibited.
5. Alcoholic beverages may not be served to an intoxicated person.
6. It is prohibited by county ordinance for the designated responsible person or any server of alcohol to be intoxicated at an event where alcohol is served.
7. Non-alcoholic beverages and snacks or food must be available throughout the event where alcohol is provided.
8. Policies and procedures, as well as fire and safety regulations, for facilities being used for an event at which alcohol will be present must be followed. Room occupancy must not exceed safety limitations. (175 max)
9. It is up to the renter to hire the alcohol caterer. This is not included in the LCC rental quote.
10. The bartender and renter both must ensure that beverages, liquids, their containers and means of transporting all do not damage floors and surfaces or damage fees may incur.
11. Renter/caterer is responsible for providing their own cups and ice and all instruments for opening, serving, and pouring.
12. Customers must not pour their own liquor/alcohol.
13. Liability insurance to host liquor on premises is required.

For events that are "open to the public," events where tickets for admission are for sale or if alcohol is to be for sale to customers **and if hard liquor is to be served:**

- If an event is "open to the public" an alcohol licensed establishment; a "caterer" must be hired. They will carry the alcohol license, seller's permit, catering day permit, liability insurance, provide all the alcohol on premises, and supply a bartender. It is up to the renter to hire the establishment.
- Renter will still abide by the regulations set forth above.



Wedding receptions, family gatherings and private events:

The Coeur d'Alene City Clerk's office has given Lake City Center authorization to exclude such functions from having to hire a licensed establishment or caterer as long as the alcohol is not for sale and "hosted\*" by the renter. The renter must abide by the policies and regulations set forth by Lake City Center regarding presence and service of alcohol on premises and choose one of the following options to allow alcohol here:

1. (a) Renter must hire a caterer with the proper license, insurance, and server.
2. (b) Provide their own *insurance* and approved *server*. A "Certificate of Liability Insurance" to host\* liquor on premises on said event date must be obtained by renter. This limited (host liquor) liability coverage can be for \$500,000 policy. A certificate must accompany renter's contract and be posted at event.  
Suggestions on insurance:
  - a. See your current insurance agent for this type of insurance, and you may have them call Lake City Center for specifics, or
  - b. See the website: [www.wedsafe.com](http://www.wedsafe.com) (this may be \$150)
  - c. See the website: [www.eventhelper.com](http://www.eventhelper.com) (starting at \$125)
3. An experienced bartender (age 21+) must be hired to serve the alcohol and cannot be part of the guest party. They will be required to setup the bar, bartend and breakdown the bar. Experienced means they follow the regulations set forth above; they check for I.D. and cannot serve to minors; they know how to open wine, kegs and pour all of the above and have some knowledge of what alcohol they are serving when asked by a guest. Bartender is not allowed to drink alcohol. They know how to cut someone off if they are intoxicated.
4. Renter may purchase their beer and wine only and bring it into the facility. Hard liquor will require a caterer.
5. Renter is also responsible for all cups, ice and ways to serve the alcohol when purchasing alcohol on their own.
6. Champagne-only toasts do not need a bartender but still must supply the certificate of liability insurance.

For further information on alcohol allowance contact Coeur d'Alene City Clerk at (208)769-2229.



#### **Frequently asked questions:**

##### **1. Can we have kegs?**

*Yes. We require that the customer has a new trash bin to hold the keg in, along with your own tapping equipment. When pouring the beer, there must be containers to collect spillage and overflow. Bring your own cups and towels.*

##### **2. When should we bring the keg?**

*Bring it a number of hours prior to the event. You want to ensure that the transportation of the beer didn't cause the beer to foam. The beer needs to be served cold to avoid foam. No refrigerator space for kegs.*

##### **3. Do you have a wine opener?**

*No, you will have to supply your own wine bottle (or beer bottle) opener.*

##### **4. Can my guest or family at the wedding be the bartender?**

*No, you need to make sure the person is hired to work the event and will be able to say no to someone under age and not drink themselves.*

##### **5. Can the bartender leave early?**

*As long as the bar is shut down.*

##### **6. When can I bring the alcohol by?**

*At anytime during your approved setup time.*

##### **7. Is there refrigerator space for my alcohol?**

*We cannot guarantee refrigerator space. Be prepared to bring your own coolers and ice. We do have limited freezer space for bags of ice. No fridge space for kegs.*

##### **8. Who do you recommend to cater the alcohol?**

*We have worked with Cricket's Restaurant owned by Rico and Greenbriar Inn owned by Kris McIlvena.*

#### **Definitions:**

**\*Host:** The host of the party; the renter is paying for the alcohol and it is offered out complimentary, **\*No-host:** The bar has drinks for sale, **\*Host liquor liability:** The host; renter purchasing the alcohol must have liquor liability insurance coverage. The liability insurance certificate has "host liquor" checked off.