

EAST GEORGIA STATE COLLEGE
Alcoholic Beverage Service Agreement

Adopted by President's Cabinet 9/25/12

This agreement is made and entered into this _____ day of _____, _____, by and between _____,
Name Address
and East Georgia State College.

This Mutual Agreement is subject to the terms and conditions hereinafter stated:

1. All alcoholic beverages must be furnished by the event representative.
 - a. Alcoholic beverages may not be brought to the specified location more than two hours before to the time of service and must be removed at the conclusion of the activity.
 - b. All alcoholic beverages must be checked in and out of the building by a designated representative of East Georgia State College and the above named event representative.
 - c. The client must be present at this event, as the client is the person with whom EGSC personnel will interact regarding event related issues. Client I.D. required.

Name: _____

This person must ensure that the attendees leave the campus at closing time.

- d. An East Georgia State College Public Safety Officer will be on site during the event.

2. No sale or form of exchange for alcoholic beverages is permitted. No "cash bar", exchange of scrip, vouchers, chits, or sale of alcoholic beverages in any form is permitted.

3. Self-service is not permitted; the client or user group will be required to use a bartender(s) approved and recommended by East Georgia State College. Bartender(s) I.D. required.

Name: _____

Name: _____

Name: _____

4. Printed materials, including invitations, may not include reference to alcoholic beverages.

5. Proof of legal age must be presented upon request. Bartenders and servers will request verification of age from anyone who is thought to be under 21 years of age, the minimum drinking age in the State of Georgia.

6. Continuous service of alcoholic beverages to a single user group may not exceed a period of one hour except when served with food. Service of alcoholic beverages is restricted to the date, time, and room(s)/areas listed below:

Date: _____

Time: _____

Room/Areas: _____

7. An alternate, non-alcoholic beverage must be available and apparent. Guests must never feel they are encouraged or required to drink alcoholic beverages.

8. Alcoholic beverages must not be served to designated employees of East Georgia State College, caterers, bartenders, or private security.

9. One uniformed, off-duty, campus security officer must be present at events with 100 people in attendance. For each additional 100 people, one, uniformed campus security officer may be required to be present during the event. The officers, if required, will be obtained by East Georgia State College's Office of Public Safety at a rate of \$15 per hour, per officer at the expense of the client. Officers are to remain on paid duty until the client indicates that all attendees have left.

10. This agreement may be revoked at any time without prior notice, before or during an event, at the sole discretion of the designated East Georgia State College representative. The client named herein shall indemnify and hold harmless East

Georgia State College, the University System of Georgia Board of Regents, and the State of Georgia from all loss, cost and expense arising out of any liability, claim of liability, for injury or damages to persons or property sustained or claimed to have sustained by anyone whatsoever, by reason of use of the college facility or facilities hereinabove described, whether such use is authorized or not, or by any act or omission of user organization or any of its officers, employees, guests, patrons, or invitees; and, the client shall pay for any and all damage to the property of East Georgia State College, or loss or theft of such property done or caused by such persons.

In witness whereof, the parties have duly executed this instrument the date and year first written above.

East Georgia State College

Client

Vice President of Business Affairs

Name of Sponsoring External Organization or Person

Date Signed

Signature of Representative

President

ARCHIVED
For an up-to-date copy, go to the policies and procedures page on the EGSC website.