

ALCOHOL SERVICE POLICY Of Anderson Island Historical Society

9306 Otso Point Road
Anderson Island, Washington 98303
<http://www.andersonislandhs.org/>

I. **PURPOSE**: To assure compliance by the Anderson Island Historical Society with all regulations of the Washington State Liquor Control Board for all AIHS events or other banquets held on the AIHS premises which serve alcoholic beverages. The AIHS requires that all volunteer servers assure conformance with the regulations. This policy details the AIHS requirements to meet the state Liquor Control Board requirements.

II. **REQUIREMENTS**:

A. **License**: Every organization or group using the AIHS facilities must obtain the proper license for any event where alcohol will be served (See Appendix A). The license must be posted in plain sight throughout the event and retained by AIHS at the conclusion of the event.

B. **Designated Servers**: All alcohol must be served by designated servers and not self-served. Designated servers must be at least 18 years old. Servers shall determine that all persons desiring to enter a designated serving area where alcoholic beverages are being served are of the legal age.

C. **Designated Serving Areas**: When a designated service area is required by state law, no one under the legal age shall be allowed to enter the designated service area. This can be accomplished by using reasonable judgment as to the person's age or by requesting adequate verification. Generally someone that appears to be under the age of thirty should be asked for verification of age. Such verification may be by picture ID or by consulting a known source. If an ID is requested by the server, the person must by state law, comply with the request or be prohibited from entering the service area.

D. **General area where alcohol is being consumed**. There is no requirement that everyone entering the general area where alcoholic beverages are being consumed, be of the legal age or that they present valid identification of age. As a Licensee, AIHS may be more restrictive than state law.

E. **Prohibited Service**: Before serving an alcoholic beverage, the server shall judge that the recipient does not appear to be intoxicated or has already consumed a sufficient

quantity of alcoholic beverage that would result in intoxication with one more beverage serving. The server may consult with the event organizer if necessary

F. **Compliance:** Any person that refuses to comply with the server's instructions shall be removed from the restricted area.

G. **Responsibility:** The event sponsor(s) must accept full responsibility for their scheduled events and assure that all laws, permits, regulations and AIHS rules are fully enforced.

_____ Date _____

For the Anderson Island Historical Society _____ President

Appendix A:

One-Time-Only Events

The Washington State Liquor and Cannabis Board (WSLCB) issues three licenses and permits for one-time-only events:

- **Special Occasion License:** Allows a bona fide nonprofit organization to sell liquor at a specified date, time and place. Special Occasion License applications are [available online](https://lcb.wa.gov/licensing/special-occasion-licenses) at <https://lcb.wa.gov/licensing/special-occasion-licenses>. Examples include a fundraising dinner, gala event, auction, or wine tasting.
- **Banquet Permit:** Allows the service and consumption of liquor at a private, invitation-only banquet or gathering held in a public place or business. Banquet Permits are [available online](https://lcb.wa.gov/licensing/banquet-permits) at <https://lcb.wa.gov/licensing/banquet-permits>. Examples include weddings, company banquets, retirement parties, or club, organization or church events.
- **Raffle Permit:** Allows a bona fide nonprofit organization to raffle liquor to its members at a specified date and place. Applications are available online or by calling **(360) 664-1600**.

References: Alcohol service facts: <https://lcb.wa.gov/licensing/special-occasion-licenses/faq>

For all other permits, see the liquor control board website.

Following State Liquor Laws

Special license or permit holders must follow state liquor and tobacco laws and regulations during their event. A WSLCB enforcement officer may visit a licensed event to check compliance with state liquor and tobacco laws and regulations. The license or permit must be prominently displayed at the event.

Please remember:

- No sales or service of alcohol to persons under 21 years of age and intoxicated persons
- Intoxicated persons and those under 21 may not drink or possess alcohol
- No disorderly conduct at the event
- No sales, service or consumption between 2 a.m. and 6 a.m.

Public Safety Laws4•You, as the special occasion liquor license holder, are responsible for the conduct of your patrons.•

Public safety violations can be criminally and administratively levied against the license holder.•

Sale of alcohol to a minor is punishable by a \$5,000 fine and/or a year in jail (maximum).

- Over-service, lewd conduct or disorderly conduct carry similar fines and penalties.
- Liquor officers, and state and local police have the right to inspect your premises.