

## **Kilworth Memorial Chapel Alcohol Policy**

The use and distribution of alcohol is prohibited anywhere on the grounds or inside the facility of Kilworth Memorial Chapel unless authorized by the Use Agreement and chapel office, and then only in compliance with the further limitations stated below.

- Authorization to serve or consume alcohol at the event will only be granted in conjunction with a scheduled rehearsal dinner, reception, and/or previously approved event. Alcohol is prohibited during any other events held at the chapel. These other events include, but are not limited to rehearsals, the wedding/union ceremony, or prior to the wedding/union ceremony.
- A \$100 Damage & Cleaning Deposit and the completed Damage & Cleaning Deposit form will be required for all events serving or consuming alcohol. The deposit and the form must be submitted to the chapel office no later than two weeks prior to your event. If the deposit and the form are not submitted, authorization to serve or consume alcohol at the event will not be granted.
- The use and distribution of alcohol is prohibited anywhere on the grounds or inside the facility of Kilworth Memorial Chapel unless authorized by the Use Agreement and chapel office, and then only in compliance with the further limitations stated below. Exceptions for limited use as a part of a religious ritual must be approved by the University Chaplain on a case-by-case basis.
- The only alcohol that will be permitted is beer, wine, and champagne. Hard alcohol, kegs of beer, and champagne fountains are all prohibited on chapel grounds. Open serving bottles or carafes cannot be placed on tables.
- In order to obtain a State Banquet Permit, the wedding/union or sponsoring party must first obtain a university application to host an event with alcohol. The application for a university permit must be submitted to the Dean of Students (or the Dean's designee) sufficiently in advance of the event. The application may be approved if all conditions of this policy are met in addition to authorization by the chapel office. A copy of the permit must be supplied to the chapel office no later than two weeks prior to your event and posted visibly near the entrance of the lounge where the alcohol is served. Alcohol Permit Process website: <http://www.pugetsound.edu/student-life/dean-of-students-office/alcohol-permit-process/>. Please note that the name listed on the permit is the sponsoring party.
- As required by state law, the wedding/union or sponsoring party must obtain a Washington State Liquor Control Board Banquet Permit. The permits can be purchased for only \$10 at <http://liq.wa.gov/licensing/banquet-permits>. A copy of the permit must be supplied to the chapel office no later than two weeks prior to your event and posted visibly near the entrance of the lounge where the alcohol is served.
- The wedding/union or sponsoring party is fully responsible for ensuring compliance with this policy and applicable laws. The event sponsors must agree that they will not permit under-aged or obviously intoxicated persons to serve, be served, or consume alcohol, and that they will not otherwise permit a violation of this policy. The hosting or sponsoring group must ensure that the event is adequately supervised. Please state within the university permit how you will ensure that minors and overly intoxicated persons are not served alcohol.
- All alcohol is to be dispensed by a licensed bartender. Any exceptions must be approved in advance.
- Cash bars are not permitted. In accordance with state law, the unlicensed sale of alcohol at campus events (i.e. weddings/unions, receptions, rehearsal dinners) is strictly prohibited. Requesting or accepting donations for alcoholic beverages and selling tickets for alcoholic beverages are also prohibited.
- Persons under the age of 21 are not allowed to be served or consume alcohol at Kilworth Memorial Chapel. State Law requires that the bartender or person serving alcohol check ID to verify legal age. "RCW 66.44.270 states, 'It is unlawful for any person to sell, give, or otherwise supply liquor to any person under the age of twenty-one years or permit any person under that age to consume liquor on his or her premises or on any premises under his or her control.' The penalties include a fine of up to \$5,000 and one year in jail" (<http://liq.wa.gov/education/social-hosting-0>). The name under which the Use

Agreement is chartered, that is, the “sponsoring party”, is considered the ‘host’ of the event and is therefore responsible for any and all underage alcohol consumption. In addition, any and all damages or losses to person and/or property that may ensue as a result of alcohol consumption, no matter the age of the person(s) responsible for the loss or damage, or the person(s) affected, also fall under the host’s responsibility.

- All persons attending a campus event where alcohol is present must be able to show appropriate proof of age, whether or not they are personally serving or consuming alcohol. The hosting or sponsoring group is responsible for ensuring that only invited guests are present.
- Any authorized use and distribution of alcohol is limited to the Chapel Lounge, Chapel Lounge Foyer, and Kitchen on the lower floor of the Chapel. Alcohol may not be served or consumed in any other location of the Chapel or outside of the Chapel. These other locations include, but are not limited to, Gail Day Chapel or the Bridal Dressing Room on the second floor; the Sanctuary, Narthex and bathrooms on the main floor; the Multifaith room, Muslim Prayer space, Buddhist Meditation room, kitchen, bathroom, and lounge lobby on the lower floor; the interior and exterior stairwells and hallways; the chapel grounds, including the entrance and parking areas. If we find alcohol anywhere other than the permitted locations, your Damage & Cleaning Deposit may be forfeited.
- Bar service must end thirty minutes prior to the event end time specified on the Use Agreement.
- Any containers of alcohol must remain sealed and covered while being transported to or stored within approved campus facilities. Chapel staff members are not permitted to handle alcohol and containers of alcohol for any reason.
- Removal of containers is the responsibility of the caterer, wedding/union party, or sponsoring party. University of Puget Sound and Kilworth Memorial Chapel are not responsible for storing any leftover alcohol and any that is left behind will be immediately discarded.
- A city ordinance prohibits excessive noise and other public disturbances. The hosting group is responsible for ensuring that the event does not cause a public disturbance at any time.
- Compliance with university facility guidelines may require the wedding/union or sponsoring party employ private security personnel. Persons employed for this purpose must be approved in advance by the Director of Security Services. The hosting group is responsible for ensuring cooperation with campus security personnel.
- We reserve the right to stop distribution of alcohol if there is over consumption and/or if persons under the age of 21 are observed consuming alcohol. If distribution persists, your event will end immediately with forfeiture of at least the entire amount of the Damage & Cleaning Deposit. Other charges may result. Additionally, disregard of these rules may result at minimum of the forfeiture of the entire amount of the Damage and Cleaning Deposit.