

# **TOWN OF RIVERHEAD ALCOHOL POLICY**

## **SCOPE**

This policy applies to all persons or entities sponsoring and/or applying for a Chapter 255 Parades, Assemblies and Special Event(s) approval (sometimes “Applicant/Lessee), or those events co-sponsored by the Town of Riverhead and/or the Town of Riverhead Business Improvement District, occurring at or on Town of Riverhead property or facilities, or on Town of Riverhead leased property (excluding marinas, playing fields and children’s playgrounds as well as designated parks (delineated below) where alcohol is proposed to be served and consumed. In case of a conflict between this policy and the Laws of the State of New York, including but not limited to the New York State Alcoholic Beverage Control Law, and other applicable rules and regulations, such New York State Laws, rules, and regulations, shall take preference.

## **OBJECTIVES**

The objectives of RIVERHEAD’s Alcohol Policy are as follows:

- To allow limited alcohol consumption during Town-approved events at Town properties, facilities, roadways, parking fields or other Town-owned/leased properties, excluding marinas, playing fields and children’s playgrounds, as well as designated parks.
- To promote the safety and protection of the members of the community and the public, and to protect property owned by the Town of Riverhead.
- To endorse self-responsibility and respect for others in the use of alcohol at events on Town property and discourage high-risk alcohol-related practices that may endanger individuals or result in damage to property.
- To assure that Town facility-use priorities are maintained.

## **GENERAL CONSIDERATIONS**

Alcohol may only be consumed as part of an event that is approved by the Town through this alcohol policy. Alcohol consumption at Town marinas, playing fields and playgrounds are prohibited. Town family areas, such as picnic areas are to be off limits, except as otherwise permitted pursuant to Chapter 255 and Chapter 205 of the Town Code of the Town of Riverhead. Notwithstanding the exception recited above, no permit or waiver or approval shall be issued for the service and consumption of alcohol at or within the following Town parks and playgrounds: Stotzky Park, Veterans Memorial Park and Bayberry Park.

The Town Board requires that participants in all events be respectful of the neighbors in surrounding homes and businesses.

The Responsible Party is the contact person during the event and as such must be present for the entire event. All event workers shall refrain from consuming alcohol while working at the event. All event workers should be provided with highly visible identification such as a lanyard, button, badge, apron, uniform or other form of identification.

Alcohol may be sold and/or served providing all local, state and federal alcohol laws and policies are adhered to, and any permits conspicuously posted. The Applicant/Lessee must obtain all required

local and/or state permits that are necessary for the sale and distribution of alcoholic beverages. The Applicant/Lessee must serve alcohol responsibly. Patrons of the event are strictly prohibited from bringing in their own alcoholic beverages or "brown bagging." The Applicant/Lessee is responsible for the purchase and transportation of all alcoholic beverages. All alcohol and related containers must be removed from the premises immediately after the event. Non-alcoholic beverages are to be available at all events. Food must be served in conjunction with alcohol service. Appropriate cleaning of the area to minimize any alcohol smell shall be accomplished by the Applicant/Lessee.

There will be no unreasonably loud noise or music allowed after 10:00 PM, including departing guests and vehicles. The Town has a Noise Ordinance, which is listed under Chapter 251 of the Code of the Town of Riverhead and applies to all events.

- The activity shall not extend beyond the hours approved in the request.
- Activities shall be restricted to the area for which permission is granted.
- The organization using a Town facility shall be responsible for moving its equipment, material and supplies into and out of the facility.
- If custodial assistance is needed, as determined by the administration, a charge will be assessed and must be paid within 30 days.
- The facility will be carefully examined after use. The applicant will promptly reimburse the Town for any loss or damage occurring as a result of the use of the facility.
- No property or equipment is to be altered or removed from the premises.
- No decorations or materials will be attached to the walls; floor or ceiling in any manner which damages the building or is permanent in nature.
- No reservation will be considered secured until the Town's administrative official approves the use and the fees are paid.
- Special permission and training is required for use of the Handicapped Lift.

## **SERVING CONSIDERATIONS**

### **Authorized Types Of Alcohol Service:**

**\*Beer**

**\*Wine**

**\*Hard Cider**

**\*Champagne**

**\*Spirits (SAMPLES ONLY)**

**(defined as those alcoholic beverages that are the product of a distillation process)**

The Town Board requires that all alcohol servers have TIPS training (Training for Intervention Procedures) approved by the State of New York. All servers must have proof of a valid and current TIPS certification at all times when serving at the event(s), which must be produced upon request and is subject to inspection at any time during the event(s). Alcohol must be served only from area(s) designated by the application at the time of event booking. The Applicant/Lessee, person or entity must designate a caterer/TIPS trained server or bartender to serve and oversee the alcoholic beverage area at all times. This person is responsible for verifying the legal age of each person consuming alcohol. The permit holders shall affix a non-removable fluorescent (Day-Glo) wristband or bracelet to a person verified to be of legal drinking age and shall place signage at the Special Event. Bottled beer and other alcoholic beverages must be served in plastic containers or glassware provided by the caterer, not greater than 12 ounces for beer and hard cider, 5 ounces for wine/champagne AND one-quarter ounce (1/4 oz.) of spirits limited to no more than three samples per participant per event, using a measuring cup or similar equipment to ensure an accurate measurement. Proper recycling of empty alcohol containers is the responsibility of the person, entity, or applicant/lessee. All bottles must remain behind the bar area. No person less than 21 years of age may consume alcoholic beverages on Town properties. No person less than 18 years may serve alcoholic beverages during the event. Alcohol servers 18 years or older but less than 21 years may only serve alcoholic beverages pursuant to the direct and continuous supervision of an individual 21 years or older. Oversized drinks, contests, volume discounts or

similar incentives are not permitted. The person, entity, or applicant/lessee shall ensure signs are posted delineating alcohol-restricted areas.

An adequate supply of food must be served/available to persons attending the event. It is recommended that all event organizers take steps to encourage food consumption to help reduce the risk of intoxication.

Only a caterer or TIPS trained server may dispense beer from kegs or barrels. Non-alcoholic beverages must be made available and at a lower cost than any alcoholic beverages. The serving of all alcoholic beverages must cease at least one (1) hour prior to the specified ending time on the special event.

### INSURANCE REQUIREMENTS

The subject person, entity, applicant/lessee or caterer/TIPS trained server must provide both general comprehensive liability insurance coverage with policy limits of a least one million dollars (\$1,000,000.00) per occurrence, two million dollars (\$2,000,000.00) in the aggregate AND liquor liability insurance coverage with policy limits of at least two million dollars (\$2,000,000.00) per occurrence, two million dollars (\$2,000,000.00) in the aggregate. EXCEPT: Persons or entities serving samples of spirits shall be required to provide the same insurance policy limits specified above regarding general comprehensive liability insurance and liquor liability insurance coverage in the amount of at least one million dollars (\$1,000,000.00) per occurrence, two million dollars (\$2,000,000.00) in the aggregate. The insurance policy(ies) shall provide such insurance coverage on a primary and non-contributory basis evinced by separate insurance endorsement or blanket endorsement. Such insurance policy(ies) shall also name the *Town of Riverhead*, and any other designated entities as determined by the Town of Riverhead, as *additional insured(s)* also evinced by an insurance endorsement.

The following controls must also be adhered to by the applicant/lessee, person or entity:

- In the event that attendees are able to walk around the event with alcohol, ensure that the event area where alcohol is being served is secured.
- Be on duty to ensure the physical setting is safe at all times. Any unsafe condition must be reported to the facility representative and addressed appropriately.
- Ensure that guests at the event are properly supervised and ensure no one consumes alcohol in an unauthorized location.
- In the event of an approved outdoor 'beer garden', fencing is required for the outdoor designated area. It shall be a single row of fencing which is 36 inches high and be securely erected. The cost and set up of fencing is the responsibility of the event organizer.
- Ensure that all entrances and exits to the event are adequately supervised.
- Ensure that food and non-alcoholic drinks are available at all times.

### **LOSS OF SERVING PRIVILEGE/REVOCAION OF RENTAL OR USE AGREEMENT**

Violations of any State of New York laws will result in loss of serving privileges and may result in loss of facility use privileges. All posted rules must be adhered to. Violations of posted rules may result in loss of service to specific individuals, loss of serving privileges, or termination of the rental/use agreement depending on the severity of the violation. It is the responsibility of the applicant/lessee, person or entity to prevent underage consumption of alcohol, to prevent intoxicated or rowdy persons from entering events, to manage patrons from becoming intoxicated, to refuse service to intoxicated patrons, and to facilitate the safe removal of patrons from the event, if their actions warrant removal. Alcohol distribution may be discontinued for any patron at the discretion of the caterer, TIPS-trained staff, police officer, Town of Riverhead personnel,, event sponsor or any other designated party. Profanity, disorderly acts or illegal activities of any kind are absolutely prohibited. Those violating this prohibition will be ejected from the premises. If any individuals at the event become too disruptive, appropriate parties are authorized to order them to leave or notify law enforcement. Town personnel and/or the event sponsor or their designees reserves the right to discontinue the service of alcoholic beverages at any time during a function. Chapter 255 approval and/or rental/use agreements can be revoked at any time and any violation of this policy may result in immediate termination of the event without refund.

### **LICENSE AGREEMENT**

**All applicants/lessees, person(s) or entity(ies) shall be required to execute a license agreement approved by the Town Attorney's Office as a condition of assembly or special event approval regarding approval to serve and consume alcoholic beverages on Town properties or facilities.**

### **DRINKING AND DRIVING**

The applicant/lessee, person or entity will be responsible for promoting safe transportation options for all the drinking participants.