

Alcohol Use Policies & Application Form

- The Neskowin Valley School requires a Special Events License from the Oregon Liquor Control Commission for any event that will be serving alcohol on campus. Applicant/Organization representative must call OLCC (503.872.5070) to determine and/or confirm if you need an OLCC License.
- *If it is determined by OLCC that a Special Events Permit is required;*
 - ❖ All alcohol must be dispensed by an OLCC licensed vendor or licensed server. The vendor/server must furnish a copy of the permit and license.
 - ❖ If a licensed caterer is hired to serve alcoholic beverages, the caterer will be required to furnish a copy of their OLCC License. An additional OLCC License is not required.

Additional Information

1. Applicant will be required to furnish a certificate of insurance from your insurance agent, showing that you have General Liability Insurance with a Liquor Rider for \$1,000,000.00. The insurance certificate shall state **“the following is included as an additional named insured: Neskowin Valley School, its elected and appointed officials, officers, agents, employees and volunteers.”** The certificate must have an original signature, covering the date of your event. The certificate of insurance must be turned in to the Neskowin Valley School office no later than two weeks prior to the event. **Applicant will be denied use of the facility if the certificate of insurance is not provided within the time frame specified.** Should this situation occur, the security deposit will not be refunded.
2. The use of alcoholic beverages is intended for adult functions. **Serving alcoholic beverages to minors or visibly intoxicated persons is strictly prohibited.**
3. Neskowin Valley School representatives have the right to check ID cards of any event participant, have the authority to call police if they feel it is necessary, and have the authority to end the event at any time.
4. Neskowin Valley School is entitled to exercise its sole discretion in determining whether to deny the use of the facility to any group whose proposed activity is illegal or poses a significant threat of damage to the facility or to participants at the function.
5. Violation of these rules or any laws or ordinances while using the facility will be grounds for cancellation of the remainder of your rental period without refund of rental fee. Forfeiture of your security deposit and any applicable cleaning fees, denial of future use of School facilities, or criminal charges may also result. Furthermore, the School may take any other action it deems necessary under the circumstances as a result of a violation of these rules or other laws and ordinances.

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Applicant Name/Organization: _____

Event Description: _____

Applicant Phone Number: _____

Applicant Address: _____ City: _____ State: _____ Zip: _____

Name of Person Serving Alcohol: _____ Date of Birth: _____

Address: _____ Driver's License Number: _____

City: _____ State: _____ Zip: _____

Check All Boxes that Apply:

What alcohol will be served? Beer Wine Mixed Drinks

How will alcohol be served? Bottles or Cans Kegs Mixed Drinks

Alcohol will be consumed: Inside Outside Both

Will minors attend this event? Yes No

The applicant and the applicant's group, shall indemnify, defend and hold the School, its elected and appointed officials, agents, employees, and volunteers harmless from all liabilities, claims, judgements, demands and costs arising out of or resulting from applicant's, applicant's group or their invitees' use of Neskowin Valley School, and adherence to all rules included in the alcohol use policy.

I have read and agree to abide by the regulations established for use of Neskowin Valley School. I agree to be solely and completely responsible for the condition of the facility and to leave the building, equipment and grounds in a neat and clean condition, without damage. I agree to promptly reimburse the School for any and all damages incurred at this event.

Applicant Signature: _____ Date: _____

Office use only:

Approval is: **Granted** **Denied**

OLCC Special Events License received: Yes No N/A

OLCC Servers Permit received: Yes No N/A

Certificate of Insurance received: Yes No N/A

Comments: _____