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Suggested Provisions for Alcohol Policy

1. All servers of alcoholic beverages must be certified in accordance with the state Alcoholic Beverage Commission Rules and Regulations.
2. All management and/or supervisors shall be responsible for keeping track of their particular employees to insure that if a certification expires that the certification course is retaken and the server is re-certified. Proof of certification shall be permanently placed in the employee's personnel file.
3. All policies and procedures established by the certification program shall be complied with and enforced by all employees.
4. **No one** under the age of 21 shall be served, allowed to consume, and/or sold an alcoholic beverage. (Note: Some states authorize a parent or guardian to order an alcoholic beverage for a minor. If that occurs, serve the drink to the parent or guardian.)
5. For all banquets located at the facility, a "last-call" shall be given at least thirty (30) minutes prior to the end of the function.
6. In all situations, the service of alcoholic beverages shall cease at least twenty (20) minutes prior to the end of the function.
7. All catering contracts and/or function contracts issued by the facility shall incorporate this language. Additionally, the contracting party shall agree to indemnify and hold the facility harmless from any and all damages arising from the service of alcoholic beverages.
8. There shall not be any "serve yourself" situations. At any function at the facility in which alcohol is to be present, a certified staff service member shall be present to serve alcohol at all times.
9. Any "drink special" (that is any drink offered at any price less than the normal selling price) shall first be cleared through the general manager's office.
10. Each complimentary drink shall be written down on an individual service ticket and signed by a manager. These tickets shall be clearly marked complimentary.

11. Coming to work under the influence of alcohol or any illicit drug is strictly prohibited.
12. Any employee of the facility (including management) is strictly prohibited from consuming alcoholic beverages before their shift, during or after their shift while on facility premises.
13. Removal of alcoholic beverages from the facility premises is strictly forbidden.

Other Suggested Practices

1. Ascertain, through photo identification, whether any customer who could be 30 years of age or less, is of legal drinking age.
2. Refuse drinks to anyone who appears to have had “one too many.”
3. Offer free soft drinks to designated drivers’ or in the alternative, offer soft drinks at lower prices than alcoholic drinks. Just because someone is with a designated driver does not give them the right to drink all they want.
4. Turn the lights up in serving and drinking areas to: (a) more easily observe behavior and (b) to lessen the drinking atmosphere.
5. Offer free cab rides for intoxicated patrons and guests.
6. Limit the hours drinks are served.
7. Limit the number of drinks served per individual.
8. At parties, make available to each commercial or social guest only two drink tickets and unlimited soft drink tickets.
9. At open bar functions (with a bartender serving but guests do not have to pay for their drinks), hold patrons to a limited number of different colored tickets for overlapping two-hour periods to prevent anyone from drinking an unreasonable number of drinks in any one time period.
10. Do not sponsor BYOB (Bring Your Own Bottle) events, because control of the host is lost.
11. Never sell or serve multiple drinks.
12. Do not encourage the over-consumption of alcohol by offering discounted drinks, instead emphasize quality over quantity.

