**Alcohol Policy**

**Trinity United Church of PG**

(October 16, 2018)

1. **Purpose**
	1. To ensure that, if alcohol is served at either 1448 5th Ave. or 3555 5th Ave., it is done so in a responsible way which insures both the health and safety of attendees and the reputation of Trinity United Church, PG.
2. **Policy**
	1. Trinity United Church, through The Board, reserves the right to refuse any user group serving, providing, selling, or consuming alcohol at any event at either 1448 or 3555 5th Ave. for whatever reason it deems valid.
	2. The Board of Trinity United Church will evaluate each request on a case by case basis with the understanding that no precedent is being set by any one decision.
	3. Anyone requesting permission to serve alcohol at an event located at either 1448 or 3555 5th Ave. must make a written request to The Board through the Minister at least 3 months in advance of the event.
	4. The written request must include, yet is not limited to, the following information:
		1. Name(s) of people making the request
		2. A description of the intended event including type of alcohol and number of guests
		3. A description of why alcohol is needed as part of the event
		4. How guests with alcohol sensitivities will be included
	5. Representatives of the group must meet with the Minister to review their request at least two (2) months in advance of the event.
	6. Proof of event insurance, including the addition of an alcohol clause, must be submitted to the main church office one (1) month prior to the event. The insurance must include the following clauses:
		1. The Trustees of Trinity United Church are hereby added to the Liability Insurance as Additional Insured with respect to Bodily Injury or Property damage resulting from operations performed by or on behalf of the named insured.
		2. The Insurer waives its right of subrogation against the Trustees of Trinity United Church to the extent of the liabilities that the facility user has assumed under this agreement.
	7. There must be a trained bartender for the event. With the following information submitted to the main office one (1) month prior to the event:
		1. Name, including mailing address and contact information
		2. A copy of a current Serve It Right license
	8. If alcohol is being sold a valid BC Liquor License must be provided to the Main Office at least one (1) month prior to the event.
	9. An additional damage deposit of $250 cash must be paid through the main office at least two (2) weeks prior to the event.
	10. A minimum of two (2) hours of janitorial work must be agreed to.
	11. Failure to meet all of the conditions listed in the Alcohol Policy will result in permission being revoked and may result in the event being cancelled.