

MORSE AGENCY INC - SUGGESTED ALCOHOL USE POLICY:

All state and local laws governing alcohol use are applicable. In addition:

1. Event sponsorship assumes liability.
2. No serving or consumption of alcohol in cars or parking lot.
3. No serving to minors.
4. No hard liquor: Alcohol is limited to wine, beer and champagne.
5. Only limited amounts to be served: limited to three (3) servings per adult guest. (one serving -12 oz beer or 6 oz wine)
6. No kegs, no cash bar or "bring your own bottle" parties
7. Serving of alcohol must cease at 11:00 p.m.

SECURITY OFFICER

A security officer is required when three or more of the following taking place:

1. Alcohol is served.
2. Over 100 guests.
3. Nighttime event.
4. Music.
5. Dancing.

When a security officer is required, the event must conclude at the prearranged time. The security officer will lock up the building

MUSIC PLANS

1. Dancing and dance bands allowed.
2. Music amplification must be minimal because of residential neighborhoods.
3. Music must stop by 11:15 p.m if not otherwise prearranged. (10:00 pm if outdoors)

BUILDING SECURITY

Staff is responsible for locking up the building when no security officer is present.

INSURANCE

The Licensee is responsible for acquiring the necessary insurance coverage. Please contact staff for insurance requirements information.