

**EVENT:
ALCOHOL SERVICE REQUEST ADDENDUM TO RENTAL AGREEMENT**

*PERTAINING TO THE SERVING OF ALCOHOL IN SALT LAKE COMMUNITY COLLEGE CAMPUS
RENTED BY PRIVATE PARTIES FOR EVENTS HOSTED BY PRIVATE PARTIES*

This Alcohol Service Request Addendum to Rental Agreement (this “Addendum”) is entered into by the Salt Lake Community College, on behalf of its _____ Campus (“we” or “Salt Lake Community College”) and the undersigned renter/user (“you” or “Renter”) (each, a “Party”, and collectively the “Parties”), and amends that certain rental agreement between the Parties attached hereto (“Rental Agreement”).

Thank you for choosing _____ (the “Campus” and location of the “Event”). By completing and signing this form, you are requesting permission from the Salt Lake Community College to serve alcoholic beverages at your Event. As a matter of institutional policy, alcohol possession and consumption is generally prohibited on campus. However, the possession, consumption, and distribution of alcoholic beverages may be authorized in the context of a closed, catered event, as defined in this document, and where the consumption of alcoholic beverages is not the primary purpose of the event. This policy outlines the procedures for approval of alcohol consumption on the grounds or in facilities owned, or operated by Salt Lake Community College, as well as College expectations.

When you complete, sign, and initial this form where indicated, and return this form with your signed Rental Agreement, we will forward your request to the Salt Lake Community College administration (“Administration”). Our signature on this Addendum evidences that you have been granted permission by the Salt Lake Community College to have alcohol served at your Event, subject to all of the following terms and conditions.

Please read and initial where indicated. **By initialing you are agreeing that you fully understand the terms/rules represented in this Addendum.**

1. A Request for Alcohol Service form must be submitted at least 30 days in advance of the event to the Catering Office. The Food Service Director, the Director of Auxiliary Services and the Special Event Coordinator will then review the event request and if there is unanimous approval, a recommendation to allow alcohol to be served at the event will be forwarded to the President for final consideration. Initial _____

2. Date _____ and description (reason and purpose) of the event at which the alcohol will be served: _____

_____ Initial _____

3. Your caterer must obtain the proper permits, licenses and certificates necessary for service of alcohol including providing a certified, licensed and bonded bartender to handle, transport, and serve all alcoholic beverages served at your Event. Your selected caterer is _____ Initial _____

4. The “Person Responsible for the Event” must be in attendance at all times when alcoholic beverages are served, working with Catering staff to ensure compliance with all State statute and College regulations. All alcohol service and consumption must comply with Utah state liquor laws and may only be served where food and non-alcoholic beverages are also served. Initial _____

5. Employees of the Facility may not have any contact with the alcoholic beverages served at your Event and may not serve any alcoholic beverages to any guest of your Event. Initial _____

6. Alcohol will be served at your Event from _____ until _____. Initial _____

7. All events where alcohol is served must be a “closed, catered event” in the sense that it is not open to the general public, and that each person in attendance has either been personally invited in advance, has purchased tickets in advance, or has been registered or made reservations for the event. During the Event, the Facility must be available only to your invited guests. **There may be no charge of any kind at the event for alcoholic beverages served at the event, for dinner that includes alcohol, or for entry into the Event. This includes tips and “open bars”.** Initial _____

8. Alcohol service will only be permitted in an environment where alcohol consumption is in moderation and where a majority of the attendees are of legal drinking age. If minors are present at the event, the Host acknowledges responsibility to ensure that minors will not be served alcohol at this event. Initial _____

9. No alcohol may be served at an event if the Renter is a Salt Lake Community College department or group. Initial _____

10. The event must be held in the areas which have been designated as approved locations by the College. Only the following portions of your Campus may be used for your Event: _____ Initial _____

11. The following alcoholic beverages may be served: champagne __, beer __, wine __, [list any other permitted alcoholic beverages] _____. Renter must refrain from using the name of any alcohol product, manufacturer or distributor in announcing or promoting the event, and must refrain from the use of any term or phrase which might convey that the consumption of alcohol as the primary focus of the event. Initial _____

12. No open containers containing alcoholic beverages may be taken from the premises. Initial _____

13. User agrees to pay for any additional security measures required by the College. These will be reasonable, in accordance with College guidelines, and commensurate with anticipated need, in consultation with campus police. Security costs for your Event shall total: _____. Initial _____

14. We reserve the right (but shall not be obligated) to end alcohol service and/or the Event at any time if we determine that any of the rules contained in this Addendum have not been completely and fully complied with or if we determine at any time that any problems are arising in connection with the serving of alcohol at the Event. Initial _____

15. In addition to the insurance requirements set forth in the Rental Agreement, you agree to provide, or to cause your caterer to provide, to the Salt Lake Community College, at least 10 days prior to the Event, a certificate of insurance and endorsement for Liquor Liability insurance with limits of at least \$1,000,000, that lists the Salt Lake Community College (and Renter, if caterer is providing the insurance) as an additional insured. Please note that it is routine for the caterer that will be serving alcohol to provide this certificate of insurance. These insurance requirements are the minimum requirements and shall not be considered indicative of the ultimate amounts and types of insurance needed by Renter or caterer or a limitation of liability in the event of any claim. Initial _____

16. **You have read and agree to comply with, and to cause the Event to comply with, all of the foregoing provisions. In addition, you agree to hold harmless, defend and indemnify the State of Utah, Salt Lake Community College, and their boards, employees and agents from and against any claims, injuries, causes of action, damages and expenses, including attorney's fees, resulting from or arising out of the service or consumption of alcohol at the Event or any failure of the Event to comply with any of the provisions of this Addendum.** Initial _____
17. This Addendum shall be interpreted and construed in accordance with the laws of the State of Utah. In the event of any conflict, inconsistency or discrepancy between the provisions of the Rental Agreement and this Addendum, the terms of this Addendum shall govern. If Renter is an entity, the individual who signs this Addendum on behalf of Renter represents and warrants that he/she is duly authorized to execute this Addendum on behalf of Renter and that no other signature, act or authorization is necessary to bind Renter to the provisions of this Addendum. Initial _____

By signing below, and initialing where indicated, the undersigned individual acknowledges that he/she has read and understands this Alcohol Service Request and Addendum to Rental Agreement.

 [Print the legal name of the entity or individual renting the Facility]

 (Signature) Date signed: _____
 Print name of person signing: _____
 If Renter is an entity, print title of person signing on behalf of Renter:

SALT LAKE COMMUNITY COLLEGE, on behalf of its _____
 Based upon the information provided, I recommend this event to be approved for the service of alcohol

 Auxiliary Services Manager Addendum Approval Date signed: _____

REQUIRED SIGNATURE – College President or responsible Vice President

 Signature Date signed: _____

 Print Title