

Addendum A: The Halle Cultural Arts Center Alcohol Permit

Name of Tenant _____ Phone _____

Address _____ City _____

Date of Rental _____ Time _____

Purpose of Rental _____ Number of Guests _____

Will Bartenders Be used? _____ Are Bartenders From an Agency and Certified? _____
~must attach a copy of certifications~

Agency Name _____ Contact _____

Address _____ Phone _____

Temporary Alcohol Permits for Non Profit Groups and Agencies via NC ABC Regulations

Will alcohol be sold? _____ Will Donations be taken to defray costs? _____

Will there be a ticket fee to attend event? _____

According to NC ABC Regulations, to “sell” by one of the above methods you must be a non-profit group with 501 c(3) status. Individuals may not obtain one. The cost is \$50 and the ABC Commission must have *their* application at least three weeks prior to the event. Their phone number is 919-779-0700. If you have answered yes to any of the above questions and hold the correct non-profit status a copy of the ABC Commission permit will be required no later than 7 calendar days in advance of the event.

Town of Apex Alcohol Permit Regulations

The consumption of malt beverages and unfortified wines (no liquor) is permitted at the Halle Cultural Arts Center of Apex by approval of the Parks and Recreation Director. If permitted to serve malt beverages and/or unfortified wines, certain additional restrictions may be enforced.

Liability Insurance Requirements

All events where the consumption of malt beverages and unfortified wines (no liquor) is permitted by the Town of Apex liquor liability insurance must be provided in the minimum amount of \$1,000,000 in coverage. **The ‘Town of Apex’ must be named as additionally insured.** For your convenience you may obtain a quote through the online site totaleventinsurance.com. You may also purchase insurance through your own agent and attach the policy information to your application.

Event Security

When required, it is the responsibility of the tenant to provide security staff and to pay their cost in addition to the rental fee. The number of officers required will be determined by the Parks and Recreation Department along with the Apex Police Department based on the rental information. Generally, the ratio of 1 officer per 100 guests is required. Rentals with attendance less than 100 may not require officer attendance. Officers are not allowed to be in the room where alcohol is being served, but will be in close proximity. Officers will not take part in the serving of alcohol, including determination of intoxication. Should their services be needed because of a disturbance or the like, the officer’s presence must be requested by staff members or tenant. Please make sure the information above is as accurate as possible, as providing incorrect information will cause this permit to be null and void.

To hire off-duty officer(s) contact Sergeant Greg Towell at 249-3450 or greg.towell@apexnc.org.

Acknowledgments and Endorsements

I am familiar with and hereby agree to abide by all state, county and city regulations governing the transport, sale and distribution of alcoholic beverages while renting Town of Apex owned properties. I also acknowledge that no employee, agent or representative of the Town of Apex will engage in the serving of alcohol in connection with the permit. I further agree that no guest of the rental function will be served alcohol while intoxicated and insure adequate precaution that no intoxicated guest will be permitted to operate a motor vehicle.

The applicant/tenant affirms that all the statements, disclosures and regulations described herein are understood and that the information the applicant/tenant has provided is true and to the best of his or her knowledge and belief.

Signature of Tenant/Responsible Party _____ Date _____

Printed Name of Tenant/Responsible Party _____

Place Notary Seal Here	Sworn to and subscribed before me this the _____ day of _____ 20_____
	_____ Notary Public.
	My Commission expires _____

Town of Apex Execution

All signatures are by the position listed or by his or her designee.

Approve

Deny Reason for denial _____

_____ Date _____

Halle Cultural Arts Center, Facility Manager

Approve

Deny Reason for denial _____

_____ Date _____

Parks, Recreation & Cultural Resources Department, Director

*** This application must be returned to The Halle Cultural Arts Center 14 calendar days prior to event, with proof of insurance. If applicable ABC permit and off duty police officer information must be turned in with this paperwork.