



**Alcohol Usage Criteria
McKimmon Conference and Training Center**

Client Relations (919-515-2277)

All aspects related to alcoholic beverage distribution and consumption at planned social functions must be in compliance with the Center's "special occasion permit" status issued/monitored by the State Alcoholic Beverage Control (ABC) Unit.

REQUIREMENTS:

The Client Relations office will review all requests for social events that include alcoholic beverages and inform the program contact if approved and address specific issues/concerns that may arise.

- The user group representative must choose a caterer from the Center-approved caterer list to serve alcohol and provide the bartender(s) for such events.
- The client can opt to procure the alcoholic beverage and deliver it to the caterer at the Center. A second option is for the caterer to procure and transport the alcohol to the MCTC. The choice is at the discretion of the user group but the Client Relations staff must be informed after the decision is made. The caterer is required to remove the alcohol from the facility in either case.
- Only those caterers with a valid and current ABC Off-Premise Beer/Fortified Wine Permit are eligible to procure alcohol for McKimmon Conference and Training Center (MCTC) events.
- Alcohol events should be structured as part of the overall program and the associated costs included in program registration fees. If the event is sponsored with no costs assessed to the individual participants, planning with the MCTC and arrangements with the caterer remain the responsibility of the program contact person, not the social sponsor.
- Brown bagging, cash bars, or the distribution of "drink" tickets are not permitted within or on the MCTC premises. Beer kegs are prohibited unless special permission is given by the Client Relations Office.
- When a dinner or a meal function does not immediately follow a reception/social, the client must coordinate with the caterer to serve heavy hors d'oeuvres including at least two hot hors d'oeuvres.
- The serving of alcohol is generally limited to one hour with no alcohol being served prior to 5:00 p.m. on weekdays and 3:00 p.m. on weekends.
- Client Relations staff will be responsible for posting a special occasion permit within the room serving alcohol. Alcoholic beverages are served and consumed only in the area where the alcohol permit is posted.

- Alcoholic beverages cannot be served to anyone under 21 years of age; the caterer is ultimately responsible for verifying age of any individual served.
- The caterer providing service for a dinner function may serve alcohol if requested by the client group. Permission to serve beyond the one-hour limit can be requested with review and approval by Client Relations.
- Client must coordinate with caterer to have bottled or ice water available anytime alcohol is served.