

**Anniston City Meeting Center
Alcohol Regulations
(Effective 01/15/14)**

In compliance with the City Meetings Center's (CMC) Retail Liquor License, individuals, groups, and organization desiring that alcohol be served at their functions are required to:

1. Make arrangements with the CMC Receptionist to order the quantities and types of desired alcohol and liquor. Renter will be will responsible for paying the CMC for the cost of the alcohol and liquor plus a 20% surcharge.
2. Coordinate with CMC Receptionist to acquire bartending services. Functions with expected attendance of 500 or more, or functions desiring two bars will be required to have 3 bartenders working their event. Functions with an expected attendance of less than 500 and desiring only one bar will be required to have 2 bartenders. The cost of bartending services will be \$75.00 per bartender.
3. Pay a fee in the following amounts to help offset the CMC's cost on alcohol insurance: \$50.00 for functions held in Meeting Rooms A, B, C or the Victorian Board Room and \$100.00 for functions held in the Anniston Hall.
4. Contract security guards from a security agency licensed to conduct business within the City of Anniston. A list of currently licensed agencies will be provided to you when you make your reservation. One guard will be required for functions with expected attendance of 50 people or less. Two guards will be required for functions with expected attendance in excess of 50 people. Functions with expected attendance over 200 people will be required to have 3 guards.
5. Specify at least one designated driver who will not be drinking and will be responsible for transporting intoxicated individuals to their homes. A signed letter from the designated driver must be provided to the CMC.

All of the above requirements must be made at least one week prior to the event date. With the exception of bonafide emergencies, once made, these arrangements can not be reversed and the renter will be responsible for the agreed upon costs. Emergences will be determined at the discretion of the CMC Manager.

CMC Bartenders reserved the right to refuse service to anyone they feel is too intoxicated and to check the ID's of anyone who appears to be under the age of 30.

BYOB or brown bagging of alcohol is not permitted under any circumstances.

Any deviations from these procedures must be coordinated with the CMC Receptionist and approved by the CMC Manager.

Please sign this document to acknowledge that you have read and understand the proper procedures to follow for serving alcohol at the Anniston City Meeting Center. Serving alcohol without following these procedures will result in you function being shut down by ABC enforcement officers and will forfeit your right to make future reservations at the Anniston City Meeting Center.

Date of Function: _____

Name of Function: _____

Name of Renter (Print): _____

Renter's Signature: _____

Date Signed: _____