



REQUIREMENTS FOR SERVING ALCOHOL AT A FACILITY

Proper Licenses and permits are required to serve on public grounds. A \$100 non-refundable fee payable to the City of Camas is required to have alcohol at your event.

If alcohol will be served at the event, be advised of the following policies and procedures:

- It is illegal to serve liquor to anyone under the age of 21.
- The sale of alcohol is not permitted.
- Alcohol service is limited to beer and wine only. Beer kegs are recommended. Hard liquor is not allowed.
- Alcohol must be served in the area designated on your rental permit.
- A Washington State Liquor Control Board Permit is required for all events involving alcohol. The original copy of this permit must be posted in a conspicuous location near the serving area during the event. A copy of the permit must be submitted to the City of Camas a minimum of 30 days prior to the event.
- The renter is responsible for the conduct and behavior of drinking guests.
- It is recommended that alcohol stop being served a minimum of 1 hour prior to the designated end time of the event as specified on the rental permit.
- Serving alcohol without proper approval and permits, and/or in violation of any of the above policies and procedures may result in a Police citation, immediate shut down of the event, forfeiture of your deposit, and/or additional fees.
- Certificate of insurance.

If serving alcohol, the following documents are required:

State of Washington Banquet Permit

This permit can be obtained from the Washington State Liquor Board website at <http://liq.wa.gov/>. Submit a photocopy of the approved permit with your Facility Use Request. Keep the original to post at the facility during the event.

Certificate of Insurance

Additional insurance is required for events serving alcohol, contact your insurance agent for this document. Submit an insurance certificate with the Facility Use Request, listing the following:

1. Alcohol Liability
2. \$1,000,000 General Aggregate, \$1,000,000 per person, per incident
3. City of Camas listed as additionally insured.
4. Date, time and location of the event

Additional Insured Endorsement

This document provides proof the insurance policy has been endorsed to contain that the renter's insurance coverage shall be primary insurance as respects to the City of

Camas. Contact your insurance agent for this document.

If coverage cannot be obtained through a private carrier, please visit the Washington Cities Insurance Authority website at <https://www.wciapool.org/216/Event-Insurance> for Tulip insurance information. All requests made through WCIA must be done at least 48 hours prior to the date of the event.

- A "Special Event Insurance Application for Tenant/Users and Instructor Events of WCIA (Washington Cities Insurance Authority) Member Facilities" will be required for proper insurance coverage for usage of the Camas Community Center. Special event insurance requires \$1 million general aggregate in coverage per occurrence; liquor liability is an added premium to the policy and will also require \$1 million dollar coverage. The renter must provide the Parks and Recreation Manager with proper evidence of said, WCIA approved coverage before the event. Failure to comply with these requirements may result in forfeiture of your deposit and all rental fees. The vendor code for Camas Community Center is 0465-110.