

Unitarian Society of Ridgewood

Alcohol Policy Procedures

These procedures should be used in concert with the Alcohol Policy that was passed by The Unitarian Society of Ridgewood (“USR”) Board of Trustees on June 4, 2013 (the “Alcohol Policy”).

- **General Procedures**

1. The Board of Trustees will designate a board member to oversee compliance with the Alcohol Policy.
2. All event coordinators must be given a copy of the Alcohol Policy by the USR Administrator. Coordinators must review the Alcohol Policy and provide the USR Administrator with their written acknowledgement of the Alcohol Policy and its requirements.
3. It is critical that the event staff and/or event speakers do not speak about alcoholic beverages in a manner that directly states or implies that USR condones a cavalier attitude towards alcohol use.
4. Responsibilities for servers shall include the following: no service to any underage individual; no service to any individual who is (or appears to be) intoxicated; two servers shall be stationed at the area from which alcoholic beverages are served; the servers can have up to 4 choices of wine (two red and two white) available at any one time, however only servers may pour the wine.
5. Service of alcoholic beverages will be stopped 45 minutes before the end of the event. There will be no announcement.
6. A list of taxi services is posted in the coat room and stored in a drawer in the main kitchen.

- **Application for Social Affairs permit from the NJ Division of Alcoholic Beverage Control**

(“ABC”)

1. When planning an event at which alcoholic beverages will be served, the event coordinator will consult the Alcohol Policy and will sign the “Acknowledgment of Alcohol Policy” form. It is also important to consult Exhibit A to the Alcohol Policy which lists the pre-approved events for serving alcohol. All other events must have Board approval to serve alcohol. The Alcohol Policy is available on the USR website or can be obtained from the USR administrator.
2. If after reviewing and acknowledging the Alcohol Policy, the event coordinator decides that a permit is necessary, the event coordinator shall complete an “Application for Social Affair

Permit". The event coordinator should submit the completed ABC permit application to the USR administrator 90 (ninety) days before the scheduled event.

3. The USR administrator will deliver the form to the Village of Ridgewood clerk for the required signatures and will mail the form to the NJ Division of Alcoholic Beverage Control.
4. If there is doubt about whether it is necessary to apply for a permit, ABC requires that the entity should apply. If it turns out that the permit is unnecessary, ABC will return the \$100 fee.
5. The permit must be prominently displayed at the event.
6. If there are any questions about the Social Affairs Permit, information can be obtained by calling the NJ Division of Alcoholic Beverage Control at 609- 084-2830.
7. According to the ABC, twenty five special events with alcohol service can occur on any **premises** per calendar year. Twelve of these events must comply with the special permits laws. Thirteen additional events can be at the premises if a licensed caterer provides the alcohol permit. In the event that a caterer is hired to provide the permit, the licensed caterer must be provided the Alcohol Policy and these procedures by the event coordinator. The licensed caterer must comply with the Alcohol Policy and procedures. This includes giving a copy of the permit to the event planner.
8. All committees that have events where wine or beer has been traditionally served will need to review their practices to be sure that they are in compliance. For some, there will be significant changes in the service of wine and beer. For others, the changes will be minimal.
9. Once a permit has been obtained, USR can determine at each event if it wants to charge or ask for a donation for the alcoholic beverages.

- **BYOB events**

1. USR can sponsor a BYOB event if the event is private (not open to the public or by invitation only) and is not for the purpose of fundraising. If these conditions are met, a permit is not required.
2. For events that do not require a permit, it is expected that the Alcohol Policy will be followed in both spirit and intent.
3. The event coordinator will be responsible for being sure that the Alcohol Policy is followed.
4. If wine bottles are at individual tables, the table hosts and hostesses will "--- oversee and moderate the serving and consumption of the alcoholic beverages.

- **Procedures related to children and youth**

1. The Alcohol Policy addresses the issue of underage drinking and youth who serve or clean up at events where alcoholic beverages are served. It also states that alcohol is not permitted at events geared to youth or organized by USR children or youth.
2. The Religious Education section of the Safe Congregation policy will have a procedure relative to child care and releasing children to parents at events where alcoholic beverages are served. The child care form includes a request for a “designated driver”.

Approved September 9, 2013