

DELAWARE TOWNSHIP

United we Serve

ALCOHOL POLICY

The serving of alcohol is regulated by the Indiana Alcohol & Tobacco Commission. This policy is written using the information which can be found at www.in.gov/atc/2460.htm

Beer and wine are permitted to be carried in and served by the group, organization or individual renting the facility with certain requirements:

1. You are required to carry a host liquor liability insurance certificate in the amount of \$1 million, naming Delaware Township, Hamilton County as an additional insured, unless this is covered by your caterer. In either case, a copy of the certificate of insurance must be on file with the trustee's office prior to your event.
2. A temporary beer/wine permit is required in order to carry in and/or serve beer and wine and a copy must be filed with the trustee's office prior to your event. If you are using a licensed alcoholic beverage caterer who is providing and serving the beer/wine, a copy of their liquor permit is required.
3. The process for acquiring a liquor permit is cumbersome; therefore, we highly recommend the use of a licensed caterer should you choose to serve alcohol. Please be aware that the caterer must be providing the alcohol in order for you to use their permit in this process. Please refer to the "Process for Acquiring a Temporary Permit".

Alcohol (other than beer or wine) may be served ONLY by using a licensed alcoholic beverage caterer.

You must have individuals (at least 21 years of age) who are licensed servers and bartenders to serve at the temporary function. Please refer to www.in.gov/atc/2460.htm for information on Temporary Employee permits.

The Trustee reserves the right to prohibit the use of alcohol for any given event as deemed necessary. The details and costs will be explained at the time of reservation. All decisions concerning alcohol use at the Community Center will be made by the Trustee and all decisions will be final.

The Community Center user is responsible for all rules pertaining to alcohol EACH and EVERY time alcohol is served. For example, if the facility is reserved from Friday night to Saturday night and alcohol is served both evenings, liability insurance and a police officer must be secured for each evening.

The Township will arrange for a Fishers law enforcement officer to be on sight for events where alcohol is served. The cost for this service will be borne by the group, organization or individual renting the facility and must be paid directly to the attending officer. Pricing for the officer is subject to change in accordance with the department's policy.

PROCESS FOR ACQUIRING A TEMPORARY PERMIT

In order to receive a temporary permit, you must submit the following to the Indiana Alcohol & Tobacco Commission. (The complete process and contact persons can be found at www.in.gov/atc/2460.htm)

1. A completed application containing all required signatures (see below)
2. A floor plan submitted on an 8 ½ X 11" sheet of paper
3. The proper fee (\$50 per day paid by business check, money order, certified check or cashier's check)
4. Required signatures (Obtain in the order listed)
 - a. The signature of the Local Law Enforcement who has jurisdiction over the location (Fishers Police)
 - b. The signature of the Excise Police Officer who has jurisdiction over the location (THIS SIGNATURE MUST BE OBTAINED LAST). The local Excise is located at 279 W 300 N, Crawfordsville, IN 47933 – Phone: 765.362.8815
5. THE COMPLETED APPLICATION MUST BE SUBMITTED TO THE LOCAL EXCISE OFFICE AT LEAST FIFTEEN (15) DAYS PRIOR TO THE EVENT. FAILURE TO DO SO MAY RESULT IN DENIAL OF THE APPLICATION.
6. Questions may be directed to Nicole Anderson at the ATC at 317.234.4315, or the ATC main office at 317.232.2430.