

**CITY OF REDONDO BEACH
GUIDELINES FOR APPROVAL OF THE SALE
AND / OR CONSUMPTION OF ALCOHOL
AT CITY PARKS AND FACILITIES**

1. The event sponsor must present evidence of a Certificate of Insurance. Said insurance shall meet all requirements listed in the attached memorandum from the City's Risk Manager including:
 - A. Coverage of at least \$1,000,000.
 - B. Statement that the insurance is primary.
 - C. Cancellation clause of at least 30 days with a notification procedure.
 - D. Statement naming the City of Redondo Beach, its officers, elected officials, employees and members of boards and commission and other appropriate parties as additional insured.
 - E. Addition of liquor legal clause (adds coverage for sale / consumption of alcohol).
2. The event sponsor must present proof of an alcoholic beverage control license from the Alcohol Beverage Control Board (ABC) if alcohol is to be sold by means of cash or ticket exchange during the scheduled event, or be a properly licensed vendor.
3. Sufficient Redondo Beach police officers will be onsite during the event hours at a cost to the event sponsor unless the Facility Manager and Police Department officials mutually determine that no police officers will be necessary.
4. Distribution and consumption of alcohol will be limited to a designated area. The boundaries of this area will be clearly indicated and enclosed with barricades or caution tape (or otherwise identified).
5. No sale or distribution of alcohol to minors is permitted. All minors must be accompanied by a parent, relative, legal guardian or other responsible adult.
6. A representative from the organization, a City staff member assigned to the event and Redondo Beach police officers will monitor individual consumption. If there appears to be abuse or overuse of alcohol which could lead to an unsafe situation, individuals will be asked to voluntarily refrain from further alcohol consumption or sales and distribution will be discontinued.
7. The event sponsor must sign a statement acknowledging that he/she has received and read "hospitality Tips for Party Planners". The Facility Manager shall provide sufficient copies for distribution to those individuals staffing the event.
8. For events at Seaside Lagoon, no swimming will be allowed.

ALC.GUIDELINES

**REDONDO BEACH RECREATION AND COMMUNITY SERVICES
DEPARTMENT**

**1922 Artesia Blvd. Redondo Beach, CA 90278
PHONE: (310) 318-0680**

**APPLICATION FOR PERMIT FOR THE SALE OR
CONSUMPTION OF ALCOHOL ON PUBLIC PROPERTY**

City Facility Requested: _____

Name of Applicant / Organization: _____

Name of Event: _____

Type of Event: _____

Date of Event: _____ Hours of Event: _____ to _____

Officers of Applicant (for club, organization or corporation)

1. Name: _____ Title: _____

Address: _____

Telephone: _____

2. Name: _____ Title: _____

Address: _____

Telephone: _____

3. Name of Person In Charge on Premises at Time of Event: _____ Title: _____

Address: _____

Telephone: _____

Estimated Total Event Attendance: _____

Estimated Number of Minors to be in Attendance: _____

Will you charge admission? _____ If so, how much? _____

Type of alcoholic beverages to be served: _____

Bar Type: Host _____ No Host _____

Other food / beverages to be served: _____

I/we hereby certify that the above information is true and complete to the best of my/our knowledge and belief.

SIGNATURE OF APPLICANT/S _____

DATE _____

**REDONDO BEACH RECREATION AND COMMUNITY SERVICES
DEPARTMENT
1922 Artesia Blvd. Redondo Beach, CA 90278**

**APPLICATION FOR ALCOHOL PERMIT CERTIFICATION
REGARDING "RESPONSIBLE HOSPITALITY"**

I, _____, hereby certify that I have received and read a copy
Of "Hospitality Tips for Responsible Party Planners". I further acknowledge that additional
Copies of this document have been provided to me for review by those individuals who will be
Staffing the event.

Signature

Signature

Date

Date

PUBLIC FACILITY ALCOHOL MANAGEMENT GUIDELINES

Summary of Pertinent California State Laws

- ✓ It is illegal to drive under the influence of alcohol or with a blood alcohol level of .08 percent or higher.
- ✓ The law authorizes law enforcement officers to take the driver's license of any person arrested for driving under the influence (DUI) of alcohol whose blood alcohol concentration level is .08 percent or higher, or who refuses a chemical test.
- ✓ Persons arrested for DUI are issued a 45-day temporary license pending an administrative hearing. If convicted, the Department of Motor Vehicles (DMV) suspends the person's privilege to operate a motor vehicle for four months for the first violation, or one year for subsequent violations.
- ✓ It is illegal to give, serve or sell alcoholic beverages to any person under the age of 21. This law applies to parents and other friends and family members.
- ✓ Identification as evidence of age must be issued by a government agency (state or federal). Documents altered or falsified in any way are unacceptable.
- ✓ It is illegal to serve or sell alcoholic beverages to an obviously intoxicated person.
- ✓ It is illegal to be intoxicated in public.
- ✓ One-day licensed alcohol servers / sellers must be at least 21 years of age.
- ✓ Beverage servers / sellers have the right and responsibility to refuse service / sale of an alcoholic beverage to anyone who appears to be intoxicated or under the age of 21
- ✓ Action may be brought against any person, required to be licensed to serve / sell alcohol, who serves / sells any alcoholic beverage to an obviously intoxicated minor where personal injury or death is sustained by that minor.

Service to Minors

- ✓ Proof of age should be required for anyone appearing to be 30 years of age or younger. Age identification must include date of birth, physical description and photograph. Servers should confirm that the I.D. is that of the presenter.
- ✓ It is recommended that when attendees are under age 21, alcoholic beverages not be served.

Staffing

- ✓ Make sure that all alcohol servers understand their responsibility to refuse service to minors or intoxicated guests. Servers themselves should not consume alcohol while on duty at the event.
- ✓ Alcoholic beverage servers should be identified with the use of badges, buttons, pins, vests, etc.
- ✓ At least one person, trained in responsible beverage service, should be present for the duration of the event to assist servers and monitor the event. The monitor should assume responsibility for insuring adequate communication between event workers and facility staff. The names of the designated event monitors should be submitted to facility management before the event.

Food and Beverage Service

- ✓ Admission fees which entitle guests to alcoholic beverages should also entitle guests to food and nonalcoholic beverages.
- ✓ Food should be promoted and made available for the duration of any event where alcoholic beverages are sold or served.
- ✓ Non-alcoholic beverages (such as mineral and sparkling waters, fruit juices, non-alcoholic punches and sodas) should be promoted as prominently as alcoholic ones and should be made available for the duration of any event where alcoholic beverages are sold or served.
- ✓ For an adult crowd, non-alcoholic beers or wines are appropriate beverages to serve. Be aware that non-alcoholic beverages, which look like alcoholic ones, can create confusion and send a double message if your guest list includes minors. Non-alcoholic beers and wines should not be sold or served to minors. Exceptions should only be made with permission from the facility.
- ✓ All alcoholic beverages should be served in plastic cups. Alcoholic and non-alcoholic beverages should be served in distinctly different containers. Glassware should be used only with permission of the facility.
- ✓ A standard drink is a 12-ounce beer, a 4-ounce glass of wine, or 1-1/4 ounces of distilled spirits. Each contains the same amount of alcohol. Serving practices should reflect this equivalency. (Beer cup size should not exceed 14 ounces.)
- ✓ Alcoholic beverage sale / service should be limited to two drinks per person at each visit to the point of sale / service.
- ✓ No alcoholic beverages should be brought into or taken out of the event by guests or participants.
- ✓ At wine tasting events, servings should not be greater than one ounce.
- ✓ At events lasting three hours or longer, alcoholic beverages service should be stopped one hour before the end of the event.
- ✓ When promoting an event, focus on a positive aspect of the event, not the fact that "cocktails will be served". If minors will be attending an event, the advertising might note that I.D.'s will be checked.

Suggestions for Policies and Procedures

- ✓ Facility management reserves the right to close any event which violates an existing Alcohol Management Policy or state law or poses an identified health or safety risk.
- ✓ Copies of an existing policy should be distributed to, read and signed by all persons who will be serving alcoholic beverages at the event. Signed copies should be submitted to facility management at the conclusion of the event.
- ✓ Necessary license to serve or sell alcoholic beverages should be obtained.
- ✓ Proposition 65 signage on the potential health risks of alcoholic beverages should be posted as required. Facility should provide signage.
- ✓ Alcoholic beverages should not be promoted in such a manner as to encourage overconsumption. Self-services bars, drinking contests, discounted drinks and "all you can drink" offers should be prohibited.
- ✓ Portions of an existing Alcohol Management Policy should be waived only with written permission of facility management.

HOSPITALITY TIPS FOR RESPONSIBLE PARTY PLANNERS

Provide Food

. Food slows the rate at which alcohol affects the body

- ✓ High-protein foods like meats and cheeses and starchy foods like pastes and breads are the best choices because they stay in the stomach longer than other foods.
- ✓ Try to avoid serving salty snacks, which make your guests thirsty and might make them drink more to quench their thirst.
- ✓ Finger foods can be attractively presented, are easy for guests to pick-up, and can be easily prepared and served in a central location near beverages.

Provide Alternative Beverages

. It is important to respect the decision of guests who choose not to drink

- ✓ Be sure to promote non-alcoholic beverages (such as mineral and sparkling waters, fruit juices, non-alcoholic punches and sodas) as prominently as you promote alcoholic ones. Make them easy to choose by making them as accessible or more accessible than alcoholic beverages.
- ✓ For an adult crowd, serve non-alcoholic beers or wines. Be aware that non-alcoholic beverages which look like alcoholic ones can create confusion and send a double message if your guest list includes teenagers and young adults. Serve alcoholic and non-alcoholic beverages in distinctly different containers.

Serve Alcoholic Beverages Wisely

. In general, our bodies can process about one drink an hour

- ✓ Serve drinks on request only. Many guests accept drinks they may not want just to avoid appearing rude. Never serve alcohol to a minor. It is illegal to do so, even at a private party with permission from their parents.
- ✓ Observe guests during the event and at the time of their departure. Be aware of guests who appear to be drinking quickly or show signs of intoxication. Arrange alternative transportation for anyone you feel is unsafe to drive.
- ✓ Measure and serve standard-sized drinks in glassware that is appropriately sized. Remember, 12 ounces of beer, 4 ounces of wine, a wine cooler, and 1-1/4 ounces of spirits each contain the same amount of alcohol. If you plan to serve an alcoholic punch, try fruit juice base rather than a carbonated one. "Bubble" mixes and sodas speed up the effects of alcohol on the body.
- ✓ Stop serving alcohol at least one hour before the end of the event. Provide non-alcoholic drinks and more food at this time. These things can't make an intoxicated guest sober, only time can do that. But they can encourage guests to stay longer and burn off the alcohol they have consumed before they get behind the wheel.

Arrange For Safe Transportation

. Make sure your guests get home safely

- ✓ Encourage guests to become designated drivers. Providing a small gift or incentive commending them for being responsible is a way to promote this.
- ✓ Obtain information on taxis, limousines or other alternative transportation. Make this information available to all servers, event staff and guests.

Promote Social Activity

.A successful party is one at which your guests feel comfortable and involved

- ✓ When promoting an event, focus on the social aspect. The flyer or invitation might read "reception of members and friends" rather "cocktails" or "wine tasting." If a large number of minors will be attending an event, the invitation or flyer might note that I.D.s will be checked. This will shape guests expectations before they arrive.
- ✓ Plan activities like dancing or games to encourage socializing. If guests stay active they will be less likely to drink as much. Be sure to have activities and entertainment continue to the end of the event.

Staff Responsible Servers

. Monitor who is served and how much

- ✓ Make sure that all alcohol servers, whether volunteers or licensed professional bartenders, understand their responsibility to refuse service to minors or intoxicated guests. Servers themselves should not consume alcohol while on duty at the event.
- ✓ All alcoholic beverages should be served by designated servers only. Designated servers should be identified with the use of badges, buttons, pins, vests, etc. Punch bowls and kegs should be "manned" by staff or trained volunteers. At least one person trained in responsible beverage service should be present for the duration of the event to assist servers and monitor the event.

What Are the Laws

. Understand legal limits; help keep yourself and your guests safe and out of trouble

- ✓ It is illegal to drive under the influence of alcohol or with a blood alcohol level of .08 percent or higher.
- ✓ The law authorizes law enforcement officers take the driver's license of a person arrested for driving under the influence (DUI) of alcohol whose blood alcohol concentration level is .08 percent or higher, or who refuses a chemical test.
- ✓ Persons arrested for DUI are issued a 45-day temporary license pending an administrative hearing. If convicted, the Department of Motor Vehicles (DMV) suspends the person's privilege to operate a motor vehicle for four months for the first violation, or one year for subsequent violations.
- ✓ It is illegal to give, serve or sell alcoholic beverages to any person under the age of 21. The law applies to parent and other friends and family members.
- ✓ Identification as evidence of age must be issued by a government agency (state or federal). Documents altered or falsified in any way are unacceptable.
- ✓ It is illegal to serve or sell alcoholic beverages to any obviously intoxicated person.
- ✓ It is illegal to be intoxicated in public.
- ✓ One-day licensed alcohol servers / sellers must be at least 21 years of age.
- ✓ Beverage server / sellers have the right and responsibility to refuse service / sale to anyone who appears to be intoxicated or under the age of 21.