

# ALCOHOLIC BEVERAGE AVAILABILITY AWARENESS

## **Note Change in Item #1 effective September 1, 2007**

The availability of alcoholic beverages at various fundraising events held by preschools has become commonplace. There are additional risks associated with serving alcohol. It only takes one of your guests consuming alcohol to excess to create major problems during and after your event. If people are injured, including when driving home, the school could be liable.

**The PCPO Board, in order to meet the requirements of our liability insurance carrier, has adopted the following requirements and recommendations for schools participating on the Liability Policy of the PCPO Group Insurance Program. Failure to follow the requirements below could put your school at risk of losing its eligibility to continue participating in the PCPO Group Insurance Program, and/or assessment of penalties up to \$1500.**

### **Requirements:**

- 1) All alcoholic beverages made available to participants at preschool events must be served by a caterer or other business that is licensed and insured to serve alcohol in the states of Oregon or Washington.
- 2) Schools holding events where alcoholic beverages will be available to participants **must submit the Liability Coverage for Special Events form 6-8 weeks prior to the event date.**
- 3) Schools holding events where a catering service is providing alcoholic beverage service **must require the caterer to provide a certificate of insurance** from the caterer's insurance company that names both the school and Parent Child Preschools of Oregon, Inc. as Additional Insureds for the event.

### **Recommendations:**

Schools should **contact the Oregon Liquor Control Commission or the Washington State Liquor Control Board** to inquire about specific requirements that apply to the type of event being planned. If alcohol service is being provided by an establishment not normally open to the public, contact the Oregon Liquor Control Commission or the Washington State Liquor Control Board to verify their license is current and if any infractions appear in their history.

- 1) Promote designated drivers.
- 2) Prohibit your guests from bringing unauthorized alcohol to your event.
- 3) Include the statement "adults 21 and over only" on all event literature when alcohol is available.
- 4) Insist on verifying ID for your younger guests. It is a crime to supply alcohol to minors.
- 5) Terminate alcohol service 30 minutes or more before your event ends. Consider planning the activities to create a natural transition for removing alcohol service earlier in the schedule.
- 6) Designate one or more adults to remain alcohol-free to oversee the event and clean-up process.
- 7) Consider holding an afternoon event.