



REGULATION OF ALCOHOL SERVICE

POLICY

Policy and procedures governing the service of alcohol on Brunswick Community College Campus must be followed by staff, students, alumni, individuals, and catering or organizations renting or leasing the facilities. Illegal and/or abusive alcohol practices will not be tolerated.

Approved service for alcohol is restricted only to events held at The Virginia Williamson Events Center, the Odell Williamson Auditorium, Dinah E. Gore Fitness and Aquatics Center, LaDane Williamson Student Center Cafeteria, the Leland Center and the Southport Center (all of which are hereafter referred to as “facilities”). Serving alcohol on any other part of the college campus and off-campus properties is not permissible. The Virginia Williamson Event Center is defined as the enclosed addition attached to the Odell Williamson Auditorium available for outside rental. The Dinah E. Gore Fitness and Aquatics Center is defined as its own building located on the campus with the gym available for outside rental. The LaDane Williamson Student Center Cafeteria (Dining Hall) is defined as the enclosed addition to Building A Administration Building and available for outside rentals. The Leland Center property is defined as its own building located in Leland and the Southport Center property is defined as its own building located in Southport.

PROCEDURES

Organizations and individuals who rent or lease the “facilities” may apply to provide alcohol services. In order to provide alcohol services in the “facilities”, the lessee must adhere to the following:

- A. Submit a copy of liability insurance policy showing liability for any matters arising from serving alcohol. The liability policy shall have limits of liability not less than \$1M and shall name the college as an additional insured. The lessee will assume all liability and will execute a hold harmless agreement in favor of the college. Certificate of liability insurance must be submitted to the facility being rental no later than one week prior to the scheduled event.
- B. Bar services may only be open and available to guests for a total of 4 hours per event. Security will be required to be onsite during the events entirety.
- C. All alcohol will be served by an approved certified bartender and/or licensed insured caterer. All bartenders and caterers must provide “facilities” with documentation of certification and/or license and insurance. (A certified bartender, as defined by BCC, is as an individual who has successfully completed the Tips program and is in possession of a valid Tips card or has successfully completed an equivalent bartender course and can provide the appropriate certificate of certification.)



1. To “SERVE” malt beverages and unfortified wine to guests for a non-ticketed event, the lessee must include host liability coverage in the required liability insurance policy. The lessee may then contract with a certified bartender to “SERVE” malt beverages and unfortified wine to their guests. No permit is required. Bartender must provide a copy of valid certification no later than one week prior to event (unfortified wine has an alcohol content of 16% or less.)
 2. To “SERVE” fortified wine and liquor, the lessee must include host liability coverage in the required liability insurance policy. The lessee is additionally required to contract with a licensed, insured caterer to serve the fortified wine and liquor. Caterer must provide license and proof of insurance no later than one week prior to the event. (Fortified wine has an alcohol content of greater than 16%)
 3. A non-profit organization wishing to “SERVE” or “SELL” malt beverages or unfortified wine at a ticketed event must obtain a Special One-Time Permit from the North Carolina ABC Commission and include host liability coverage in the required liability insurance. The lessee must then contract with a certified bartender or a licensed, insured caterer. The organization must provide proof of permit no later than one week prior to the event.
 4. A non-profit organization wishing to “SERVE” or “SELL” fortified wine and/or liquor at any event, ticketed or non-ticketed, must include host liability coverage in the required liability insurance policy. The lessee is then required to contract with a licensed, insured caterer who possesses all applicable ABC Permits. Caterer must provide license and proof of insurance no later than one week prior to the event.
 5. No alcohol may be sold at any event that is open to the general public and not ticketed. Individuals renting “Facilities” may not sell alcohol.
- D. In the event any applicable permits, certifications or insurances are not presented to the facility director or designee at least one week prior to the date of the event, the event will not be allowed to serve alcohol. Failure to present documentation does not release the lessee from the contracted financial responsibility.
- E. No alcohol will be offered on a self-service basis. No brown bagging permitted. All North Carolina and Brunswick County alcohol laws and regulations apply to events in the facilities; therefore, all permits required by said jurisdictions must be obtained by lessee when applicable.
- F. All events where alcohol is served shall have one or more uniformed BCC officers present. Cost for officers on duty will be included in the fees for usage and paid by the lessee. The number of officers required will be determined by the Chief of the Brunswick Community College Police Department:
- G. The certified bartender and/or licensed insured caterer will be responsible for limiting alcohol consumption to legally allowable limits.



- H. The certified bartender and/or licensed insured caterer shall not serve alcohol to any person under 21 years of age and must require proper identification prior to service.
- I. Attendees for all events held at any of the “facilities” with large crowds and/or at which alcohol will be available, may be subject to a security search and metal detectors.
- J. No alcohol is permitted outside of the “facilities”.
- K. No alcohol may be opened until BCC Officers are on site. All alcohol must be secured before BCC Officers leave the premises.
- L. All alcohol service and sales will stop 60 minutes prior to the end of event.
- M. All alcohol for any event **MUST** be on the premises prior to the start of the event and no earlier than the day of the event. No alcohol will be transported to the facilities after the event has started.
- N. Brunswick Community College has the right to deny approval of alcohol being served at an event when the majority of the attendees are under twenty-one years of age or held in celebration for individuals under the age of twenty-one.

Note: The Board of Trustees reserves the right to amend this policy anytime the Board deems necessary.

Approved by Brunswick Community College Board of Trustees
January 16, 2008; May 19, 2010; July 28, 2011; March 21, 2013;
June 28, 2013; February 20, 2014; September 21, 2017; January 11, 2018