

Alcohol Use Policies & Application Form

Alcoholic beverages may be served in the Glenn & Viola Walters Cultural Arts Center, River House, Community Center, and the Gordon Faber Recreation Complex only with approval.

Public Events

- Some uses may require a Special Events License from the Oregon Liquor Control Commission (OLCC) in addition to the City of Hillsboro Alcohol Usage Application. All events where alcohol is served and fees are charged for ANY reason, e.g., membership/club fees, service fees, initiation fees, admission, donations for food/beverages, etc. will require an OLCC Special Events License. Please call OLCC (503.872.5070) to determine and/or confirm if you need an OLCC License. The OLCC License must be signed by the representative of the group and visible in the area where alcoholic beverages are being served. The OLCC License must be turned in to the Parks & Recreation office no later than one week prior to the event. **Applicant will be denied use of the facility if the OLCC License is not provided within the time frame specified.**
- Park & Recreation Commission approval is required.
- All alcohol must be dispensed by an OLCC licensed vendor. The vendor must furnish a copy of permits and licenses. (Types of alcohol may be restricted.)
- Staffing and security plan must be approved by the Facility Manager, or other authorized staff for events over 100 people.
- Hillsboro Police Department approval required.

Private Events

- In general, no OLCC Special Events License is required when:
 - Function is hosted by a private individual;
 - Function is personal and non-commercial;
 - There is no charge or fund raising for anything whatsoever (no admission or donation for food, beverage, ice, mixer, music, or other goods or services);
 - No monetary gain is to be realized by the host; and
 - The host personally invites all guests.Private events that do not typically require an OLCC Special Events License are wedding receptions, anniversary celebrations, birthday parties, bar mitzvahs, etc. Please confirm the requirements for your event with the staff.
- Beer, wine, and other alcoholic beverages may be dispensed in single-serving containers that are commercially available. Store-bought bottles of wine or beer are examples. All alcohol served at the Glenn & Viola Walters Cultural Arts Center must be served by an OLCC licensed server. The server must furnish a copy of permit.
- Beer in kegs, wine from large volume containers and mixed drinks must be served by an OLCC licensed server at all City of Hillsboro facilities. The server must furnish a copy of permit.
- Staffing and security plan must be approved by the Facility Manager, or other authorized staff, for events over 100 people.
- Hillsboro Police Department approval required.

Both Public and Private Events

1. If a licensed caterer is hired to serve alcoholic beverages, the caterer will be required to furnish a copy of their OLCC License. An additional OLCC License is not required.
2. All users will be required to furnish a certificate of insurance from your insurance agent, showing that you have General Liability Insurance with a Liquor Rider for \$1,000,000.00. The insurance certificate shall state **"the following is included as an additional named insured: City of Hillsboro, its elected and appointed officials, officers, agents, employees and volunteers."** The certificate must have an original signature, covering the date of your event. The certificate of insurance must be turned in to the Parks & Recreation office no later than one week prior to the event. **Applicant will be denied use of the facility if the certificate of insurance is not provided within the time frame specified.**
3. The servicing of alcoholic beverages is restricted to inside the building. Alcohol may be consumed inside the building and within a ten (10) foot perimeter on the outside of the building. Consumption of alcoholic beverages in the parking lot, lawn areas, or elsewhere outside of the 10-foot perimeter, is strictly prohibited and may cause cancellation of your event.
4. The use of alcoholic beverages is intended for adult functions. **Serving alcoholic beverages to minors or visibly intoxicated persons is strictly prohibited.**
5. The Facility Supervisor will be present at all functions where alcohol is served. The supervisor has the authority to call police if he/she feels it is necessary. He/she has the right to check ID cards of any participant, and has the authority to end the event at any time.
6. The Parks & Recreation Department is entitled to exercise its sole discretion in determining whether to deny the use of the facility to any group whose proposed activity is illegal or poses a significant threat of damage to the facility or to participants at the function. Any group that fails to establish responsible supervision for a proposed function will not be permitted.
7. Violation of these rules or any laws or ordinances while using the facility will be grounds for cancellation of the remainder of your rental period without refund of rental fee. Forfeiture of your security deposit and any applicable cleaning fees, denial of future use of City facilities, or criminal charges may also result. Further, the City may take any other action that it deems necessary under the circumstances as a result of a violation of these rules or other laws and ordinances.



Alcohol Usage Application

Location of Event: _____ Date of Event: _____

Name of Host/Renter: _____

Address: _____ City: _____ State: _____ Zipcode: _____

Drivers License Number: _____ Date of Birth: _____

Name of Person Serving Alcohol: _____

Address: _____ City: _____ State: _____ Zipcode: _____

Drivers License Number: _____ Date of Birth: _____

What alcohol will be served? Beer: _____ Wine: _____ Mixed Drinks: _____

How will alcohol be served? Bottles or Cans: _____ Kegs: _____ Mixed Drinks: _____

Alcohol will be consumed: Inside: _____ Outside: _____ Both: _____

Will minors attend this event? Yes: _____ No: _____

Have you read and do you understand the City of Hillsboro Alcohol Use Policy? Yes _____ No _____

The applicant and the applicant's group, shall indemnify, defend and hold City, its elected and appointed officials, agents, employees and volunteers harmless from all liabilities, claims, judgments, demands and costs arising out of or resulting from applicant's, applicant's group or their invitees' use of Hillsboro Park & Recreation facilities and adherence to all rules included in the alcohol use policy.

I have read and agree to abide by the regulations established for use of Hillsboro Parks & Recreation facilities. I agree to be solely and completely responsible for the condition of the facility and to leave the building, equipment and grounds used in neat and clean condition, without damage. I agree to promptly reimburse the City for all damages.

Applicant Signature: _____ Date: _____

For office use only:

Approval is Granted: _____ for _____

Denied: _____

OLCC Special Events License received: Yes: _____ No: _____ N/A: _____

OLCC Servers Permit received: Yes: _____ No: _____ N/A: _____

Certificate of Insurance received: Yes: _____ No: _____

 Police Department Date Parks & Recreation Date