

St. Andrew's Episcopal Church
Application for Permission to have Alcohol at an Event

Form should be submitted at least two weeks prior to event. Exceptions can be made for special cases such as funeral receptions.

Date of Application: _____

Applicant Information

Name: _____ Home phone: _____

Cell phone: _____ Email: _____

I certify that I have read and will abide by the St. Andrew's Alcohol Policy.

Signature: _____

Name of person(s) who will monitor the consumption of alcohol: _____

Event Information

Event Name/Description: _____

Date: _____ Start time: _____ am/pm End time: _____ am/pm

Group or organization holding event: _____

Is this a group within St. Andrew's Episcopal Church? YES NO

If NO, you or your caterer must provide St. Andrew's with a copy of an ABC Banquet License (if necessary) and a certificate of liability insurance.

Location of event: Parish Hall Library Music Room

Other please specify: _____

Purpose of event: _____

Estimated attendance: _____

Food & Beverage Information

Please note that St. Andrew's Alcohol Policy requires that when alcohol is present, appealing non-alcoholic alternatives must be offered and food must be provided. The policy also requires that alcohol be restricted to wine and/or beer and be served at a station separate from non-alcoholic beverages and food.

Alcohol will be provided by Host Guests

The following questions will help you determine if an ABC Banquet License will be required for your event:

1. Are guests being charged or asked for a donation to attend the event? Yes No
2. Are guests being charged or asked for a donation for food at the event? Yes No
3. Are guests being charged or asked for a donation for beer or wine at the event? Yes No

If the response to any of the questions is YES, then you are required by the Commonwealth of Virginia to obtain an ABC Banquet License for your event. The application must be received by ABC at least 10 days prior to the event. Go to: www.abc.virginia.gov/licenses/get-a-license/banquet-licenses to apply.

For Church Use Only

This event has been: Denied Approved as submitted

Approved with the following conditions:

Receipt of copy of ABC Banquet License

Receipt of copy of insurance

Other: _____

Alcohol Policy for St. Andrew's Episcopal Church, Newport News

Adopted by the Vestry on 1/16/2018

At St. Andrew's Episcopal Church, we aspire to be a place in which conversations about alcohol, substance misuse, or addiction are not simply about treatment but about renewal, justice, prevention, wholeness, and healing. We affirm that Recovery Ministries of The Episcopal Church has long been and continues to be a valuable resource for this work. We adopt the following policy on the presence of alcohol at events held on church grounds.

1. St. Andrew's Episcopal Church must provide a safe and welcoming environment for all people, including people in recovery.
2. All applicable federal, state and local laws must be obeyed, including those governing the serving of alcoholic beverages to minors.
3. At the discretion of the Rector, and/or the Wardens, St. Andrew's permits a limited and responsible use of beer and wine at the Parish. The form "Application for Permission to Have Alcohol at a Church Event" must be submitted for approval.
4. At the discretion of the Rector and/or the Wardens, the presence of alcoholic beverages at congregational events where minors are in attendance may be permitted if its use is monitored. When minors are present, it is especially important that adults model the appropriate use of alcohol.
5. When alcohol is present, it must be monitored by a designated adult who is not drinking alcohol him/herself during this time. A person showing signs of intoxication must not be served.
6. Alcohol must be served at a separate station. Whenever alcohol is present, appealing non-alcoholic alternatives must always be offered with equal prominence and accessibility.
7. Alcoholic beverages and food prepared with alcohol must be clearly labeled as such.
8. Food must be served when alcohol is present.
9. The serving of alcoholic beverages at church events should not be publicized as an attraction of the event, e.g. "wine and cheese reception," "cocktail party," and "beer and wine tasting."
10. Ministries, whether occurring at the church or elsewhere, will make certain that alcohol consumption is not the focus of that ministry.
11. Anytime alcohol is present, the sponsoring group will assume responsibility for any person who appears to be intoxicated and will take measures to ensure their safety and the safety of others.
12. Alcoholic beverages shall not be consumed when the business of the Church is being conducted.
13. Wine is used in the celebration of the Eucharist. Clergy shall consecrate an appropriate amount of wine and perform ablutions in a way that does not foster or model misuse.
14. Clergy will acknowledge the efficacy of receiving the sacrament in one kind.
15. Any exceptions to this policy must be approved by the Rector and/or Vestry.