



Volunteer Liquor Process & Procedures Orientation

All Beverage Sales & Ticket Seller Volunteers must be 21 years of age or older.

SECURITY/ID CHECKS

1. The areas where beer and wine are served will be blocked off by metal barricades and the Entrances/Exits will be managed by Security. **No one is permitted to take beer or wine outside of the fenced area.**
2. ID Checkpoints are at all exits. The ID Checkpoints are managed by Security. These Security personnel are responsible for ID Checks and issuing wristbands.
3. Wristbands may be given to those who are age 21 years of age or older, and will be placed on the wrist.
4. It is your responsibility to check for wrist band before serving any alcohol
5. Do not leave exit areas unattended.

BEVERAGE TICKETS SALES

1. Anyone purchasing tickets for beer/wine **MUST** be wearing a wristband.
2. Ticket sales will end 30 minutes before activity end i.e. First Friday, 7:30pm
3. Tickets will be sold for \$4.00 each.
4. You have the right to refuse to sell tickets to someone, if he/she appears to be intoxicated or otherwise impaired. Inform the Executive Director, Promotions Director, a Board Member, or a Police Officer immediately about the situation.

BEVERAGE SERVERS

1. 15 minutes before event end, No alcohol will be served. (i.e. First Fridays after 7:45 p.m.) on any and all event days. Close down the taps and table 15 minutes before event end on any/all event days.
2. Anyone requesting Beer/Wine service **MUST** be wearing a wristband. If they do not have a wristband or tickets, do not serve them, regardless of their age.
3. Beverage Sales Servers must collect tickets. Beverage Sales Servers do not accept any cash.
4. Do not serve more than two drinks to any person at one time and drinks may only be served to someone with a wristband.
5. Wine servers **MUST** remove the plastic cap and the foil covering from each wine glass before handing to individual.
6. You cannot serve alcoholic beverages to anyone that appears to be intoxicated. If someone who appears to be intoxicated orders an alcoholic beverage, refuse to serve him/her. If there is a problem, inform the Executive Director, Promotions Director, a Board Member, or a police officer/security volunteer immediately the situation.
7. Representatives of Northeast Beverage Corp., the beer distributor, will be on hand to change kegs. If you have a problem with a beer tap, please notify a Northeast Beverage Corp. representative immediately.

ALL

1. All alcohol must be consumed or dispensed by 30 minutes after event end (i.e. First Fridays 8:30 p.m.)
2. Stay in the fenced area until 30 minutes after the event is over to monitor guests who may be lingering and to tell them they cannot take alcohol outside the fenced area. They must drink up or dispensed drink by NLT 30 minutes when event is ended.
3. If you see anyone consuming alcoholic beverages or attempting to consume alcoholic beverage who appears to be under 21 years of age, please notify the Executive Director, Event & Promotions Director, a Board Member, or a police officer/security volunteer immediately.
4. Be sure you have your ID with you to the event.
5. Bel Air Downtown Alliance is not responsible for your personal items.