



# Alcohol Policy

Updated & Adopted: September 21, 2015

## Article I – POLICIES AND PROCEDURES

The consumption of alcoholic beverages at the Mauldin Cultural Center, the Ray Hopkins Senior Center, the Mauldin Cultural Center Outdoor Amphitheater, and other city properties may be approved by the City Administrator or his/her designee and the Recreation Committee Chair or Planning and Economic Development Committee Chair, at the request of an individual, civic organization, or other organized group for the purpose of hosting a special event. Such approval shall be made conditional upon strict adherence to the following guidelines.

- 1) City Council will be made aware of all alcohol request approvals.
- 2) Possession and consumption in the Mauldin Cultural Center Outdoor Amphitheater is restricted to portions of the north side of the Cultural Center property, bound by Murray Drive and City Center Drive as defined by the attached map and the type of event.
- 3) Possession and consumption on approved public property is only permitted with approval in the form of a written permit issued to the event sponsor and after approval of a signed and submitted Alcohol Service Request Form submitted no less than ten (10) business days prior to the start of the proposed event.
- 4) All events wishing to serve alcohol at the above facilities must also complete, and have approved, either a Rental Agreement if held indoors at a facility, or a Special Event Application if held outdoors.
- 5) All persons wishing to consume alcohol must be at least 21 years of age at the start of the event. It is illegal to serve alcohol to anyone under the age of 21. It is also illegal to serve alcohol to individuals who are visibly impaired.
- 6) No special event with alcohol service may take place during a City of Mauldin youth recreation activity in the same location as said activity.
- 7) All persons, age 21 and over, wishing to consume alcoholic beverages on public property may be required to obtain a colored wristband assigned to the special event in order to be served based on its classification as stated in Article II. Patrons 21 years of age or older wishing to consume alcohol must present a valid state ID Card or a valid driver's license to receive a valid wristband. Wristband sellers will be asked to ID the person; however the final responsibility for abiding by these laws lies with the individual serving alcohol. Event patrons who are not wearing a valid colored wristband assigned to the special event by the City of Mauldin, and who are in possession and/or consuming alcoholic beverages will be charged with a violation of the alcohol policy.
- 8) Only wristbands purchased from the City at the uniform price of fifty cents (\$0.50) each can be used. All wristbands must be sold by the event organization and participating restaurants at the uniform price of one dollar (\$1.00). Event organizers and restaurants will be charged fifty cents (\$0.50) for

each wristband used. Wristbands can be purchased from the City of Mauldin's Office of Cultural Affairs, 101 East Butler Road, Mauldin SC 29662, Monday – Friday 9:30am – 5:00pm, or by appointment. All unused wristbands must be turned in to the City of Mauldin's Office of Cultural Affairs no later than 48 hours after the end of the event for reimbursement of unused wristbands. The unused wristbands must match identically the wristband distribution log.

- 9) Consumption of alcoholic beverages by employees, workers and/or volunteers serving alcohol is strictly prohibited.
- 10) No more than two (2) alcoholic beverages shall be sold to a customer at a time.
- 11) Non-alcoholic beverages and snacks/food must be available at all events where alcohol is served.
- 12) The direct sales of alcoholic beverages are prohibited on public property. Tickets or tokens, sold at the event and valid for non-alcoholic beverages as well, may be used by attendees to redeem for alcoholic beverages.
- 13) Service of alcoholic beverages must end a minimum of thirty (30) minutes prior to the stated end time of an event.
- 14) Event sponsors must provide transportation for attendees who have become intoxicated or are otherwise unable to drive.
- 15) No "Bring Your Own Beverage" or "brown-bagging" shall be permitted. Event sponsor is responsible for purchasing, or providing a supplier, of all alcoholic beverages.
- 16) Under certain circumstances, the event sponsor or supplier to the event sponsor may be required to obtain a permit from the South Carolina Department of Revenue, Alcohol and Beverage Licensing Division prior to the event. When such a permit is required by the Department, a copy of the valid permit must be provided to the responsible City of Mauldin staff before any alcoholic beverages may be served.
- 17) When required based on event classification as stated in Article II, the event sponsor shall provide off-duty City of Mauldin police officers in the number of one officer per 100 attendees. The event sponsor is required to compensate off-duty officers at a standard rate determined by Police Department policies. An officer's time must begin thirty (30) minutes prior to the start of the serving of alcoholic beverages and end thirty (30) minutes after the serving of alcoholic beverages has ceased. It is the responsibility of the event sponsor to coordinate the placement, scheduling and compensation of security for their event. The City shall provide the applicant with correct contact information for the Mauldin Police Department.
- 18) Based on the event classification as stated in Article II, event sponsors may be required to provide evidence of insurance in the amount not less than one million dollars (\$1,000,000) indemnifying the City of Mauldin against any and all liability arising from the use of City property. Insurance may be purchased through a private provider or through the City of Mauldin's Tenant User Liability Insurance Program.
- 19) The City of Mauldin reserves the right to adjust any component of an event on the aforementioned city-owned properties where alcohol is served, including the area in which alcohol can be served and/or consumed, and the time frame for the service of alcoholic beverages. The City of Mauldin may place additional restrictions on an event serving alcoholic beverages beyond the restrictions stated in Article II.
- 20) The City of Mauldin reserves the right to deny any alcohol request and to also cancel any approved event at any time there is deemed to be a violation of any City policy or ordinance, or any violation of any State or Federal law or regulation. This policy is subject to change without prior notification to those leasing the approved public properties and who may wish to serve alcohol at their functions.

## **Article II – CLASSIFICATION OF EVENTS AND ADDITIONAL RESTRICTIONS**

Events where alcohol is served may meet one of four classifications and must abide by restrictions set by those classifications. The classifications are as follows:

### **1) Class I**

Class I events meet the following criteria:

- a. Maximum attendance is limited to 75 individuals and is held within the confines of a city facility.
- b. Event is a private event where attendees are invited and the event is closed to the general public.
- c. Beer and Wine are the only alcoholic beverages served.
- d. Examples include, but are not limited to, weddings, rehearsal dinners, showers, Chamber of Commerce events, receptions, and fundraising events.

Class I events must meet the following requirements in addition to any applicable requirements set forth in Article I:

- a. Insurance, as detailed in Article I Section 15, may be required.
- b. Security, as detailed in Article I Section 14, may be required.
- c. Wristbands, as detailed in Article I Sections 4 and 5, are not required.

### **2) Class II**

Class II events meet the following criteria:

- a. Maximum attendance is 250 individuals and is held within the confines of a city facility.
- b. Event is open to the public or is a private event where attendees are invited.
- c. Beer, Wine, and/or Liquor are served.
- d. Examples include, but are not limited to, wedding receptions, large fundraising events, performances, and public events.

Class II events must meet the following requirements in addition to any applicable requirements set forth in Article I:

- a. Insurance, as detailed in Article I Section 15, is required.
- b. Security, as detailed in Article I Section 14, is required.
- c. If open to the public, wristbands, as detailed in Article I Sections 4 and 5, are required.

### 3) Class III

Class III events meet the following criteria:

- a. Attendance is greater than 250 OR the event is held outdoors on city property.
- b. Event is a private event where attendees are invited and is closed to the general public.
- c. Beer and Wine are the only alcoholic beverages served.
- d. Examples include, but are not limited to: weddings, fundraising events, and receptions.

Class III events must meet the following requirements in addition to any applicable requirements set forth in Article I:

- a. All alcoholic beverages must be served in plastic cups.
- b. Controlled entrances and exits must be clearly marked and monitored. Signs stating “NO ALCOHOL BEYOND THIS POINT” must be prominently visible at each entrance and exit along with waste containers.
- c. Insurance, as detailed in Article I Section 15, is required.
- d. Security, as detailed in Article I Section 14, is required.
- e. Wristbands, as detailed in Article I Sections 4 and 5, are required.

### 4) Class IV

Class IV events meet the following criteria:

- a. Attendance is greater than 250 OR the event is held outdoors on city property.
- b. Event is open to the public with open admission or advanced ticket sales.
- c. Beer and Wine are the only alcoholic beverages served.
- d. Examples include, but are not limited to: festivals, concerts, performances, demonstrations, or fairs.

Class IV events must meet the following requirements in addition to any applicable requirements set forth in Article I:

- a. All alcoholic beverages must be served in plastic cups.
- b. Controlled entrances and exits must be clearly marked and monitored. Signs stating “NO ALCOHOL BEYOND THIS POINT” must be prominently visible at each entrance and exit along with waste containers.
- c. Insurance, as detailed in Article I Section 15, is required.
- d. Security, as detailed in Article I Section 14, is required.
- e. Wristbands, as detailed in Article I Sections 4 and 5, are required.
- f. Event organizers are required to have during the entire duration of their event, and marked in their Special Event Application Site Plan, a covered “event headquarters” with a visible sign naming it as such (e.g. “Information / Registration / Check-In”).
- g. Event organizers are required to provide a “Lost and Found” area where attendees separated from their party can seek assistance, and where lost items can be reported and collected.

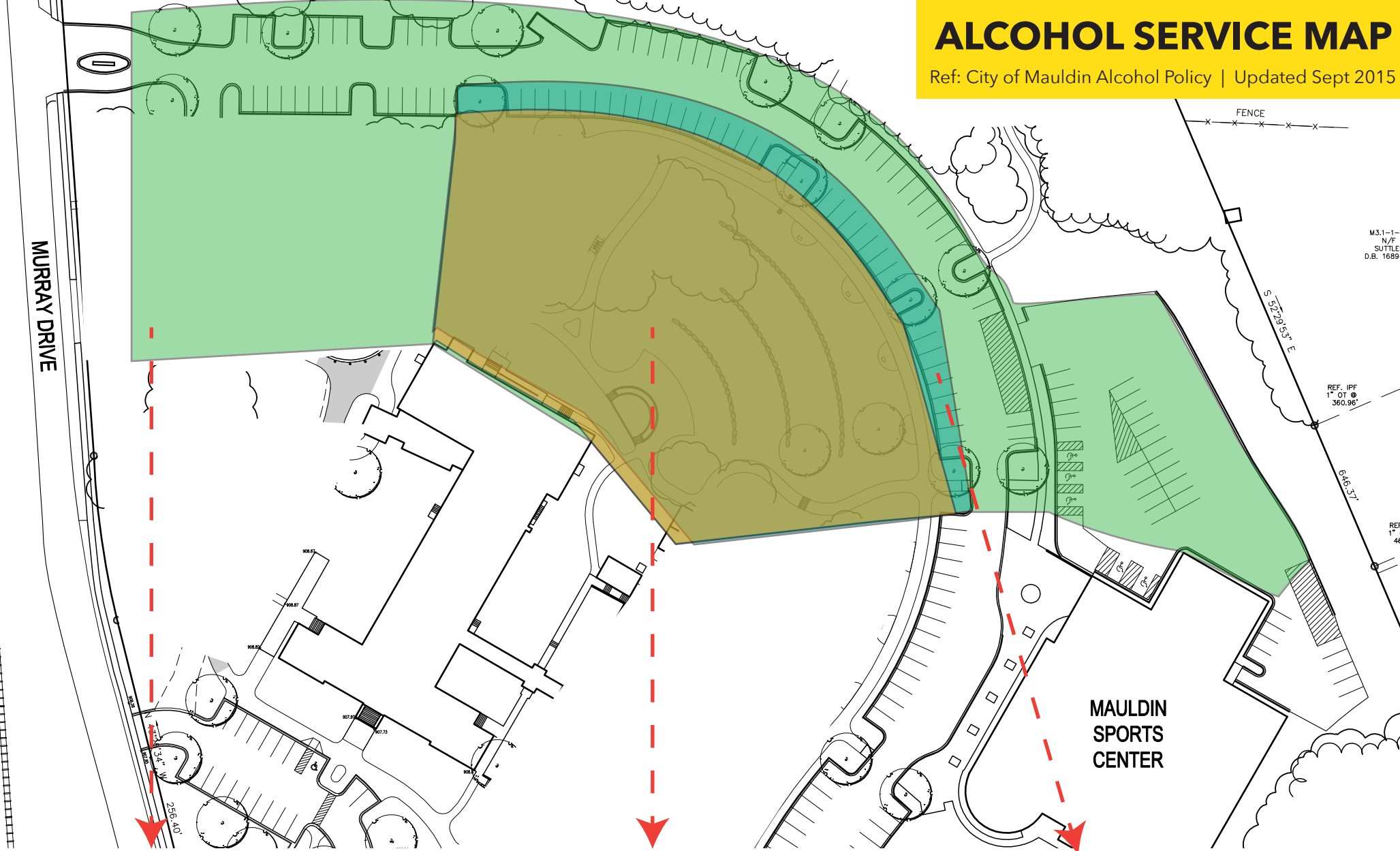
The “Lost and Found” area can be at the same “event headquarters” as described in Section F, but must be marked on the Special Event Application Site Map as such.

- h. Event organizers are required to have a minimum of one First Aid Kit located at their “event headquarters” as described in Section F above. Additionally, the event organizer must consult with City officials and may be required to have emergency medical personnel on-site, at the “event headquarters” during the duration of their event. Event organizers will be responsible for any compensation of such officials if deemed necessary.



# ALCOHOL SERVICE MAP

Ref: City of Mauldin Alcohol Policy | Updated Sept 2015



## MAJOR CITY-SPONSORED EVENTS

Private Event area plus rear portion of City Center Drive, extended rear of Cultural Center, and back parking lot of Sports Center. 25' buffer between Murray Drive. 50' buffer from Sports Center front door.

Examples: Large Festivals and Large Concerts. with heavy attendance.

## PRIVATE EVENTS

Restricted to rear of Cultural Center and natural boundary of Outdoor Amphitheater. Does not include any portion of City Center Drive.

Examples: Weddings, Fundraisers, Private Events

## REGULAR CITY-SPONSORED EVENTS

Private Event Area plus "extended amphitheater boundary" to include first row of parking along City Center Drive.

Examples: Regular Concerts, City Special Events, Outdoor Performances



# Alcohol Service Request Form

Return to: City of Mauldin – Special Events  
PO Box 249, Mauldin SC 29662

*Updated September 2015*

Pursuant to the City of Mauldin Alcohol Policy, all persons or organizations interested in serving alcoholic beverages at their event, given the event is held at the Ray Hopkins Senior Center, Mauldin Cultural Center, or the Mauldin Cultural Center Outdoor Amphitheater, must fill out and submit this Alcohol Service Request Form for approval before their event can take place and alcohol can be served. Submittal of this form does not guarantee approval nor does it reserve a public facility or property for an event. This form must accompany a signed Rental Agreement for a public facility and/or a Special Event Application. This form must be submitted and received no less than ten (10) business days prior to the start of the event.

## Contact Information

Name (Contact Person): \_\_\_\_\_  
Organization (if applicable): \_\_\_\_\_  
Ph: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## Event Information

Event Date: \_\_\_\_\_ Event Location: \_\_\_\_\_  
Time of Event: \_\_\_\_\_ Alcohol Service Time: \_\_\_\_\_  
Estimated Total Attendance: \_\_\_\_\_  
Open to the Public? Yes \_\_\_ No (Invite-Only) \_\_\_  
Description of Event: \_\_\_\_\_  
\_\_\_\_\_

## Alcohol Service Information

Types of Alcohol Served: Beer \_\_\_ Wine \_\_\_ Liquor \_\_\_  
Will Minors Attend This Event?: Yes \_\_\_ No \_\_\_  
Who Will Serve the Alcohol: Volunteer \_\_\_ Staff Person \_\_\_ Licensed Bartender \_\_\_

## Insurance

Those hosting an event on public property that includes the serving of alcoholic beverages may be required to obtain insurance indemnifying the City of Mauldin and listing the City of Mauldin as co-insured in an amount no less than \$1,000,000. The City of Mauldin offers optional liability insurance for those utilizing public property for a special event. The Tenant User Liability Insurance Program (TULIP) is a low-cost insurance policy that protects both the “tenant user” and the City of Mauldin. You may purchase this one-time, event-specific insurance online by visiting [www.cityofmauldin.org/special-events-application](http://www.cityofmauldin.org/special-events-application) and following the instructions listed. Insurance must be obtained before a alcohol request is approved.

Please check one of the following:

I will be purchasing insurance through the TULIP program.

I will be purchasing insurance through another means and have attached the proof of insurance to this application.

## Security Details

If required by the City of Mauldin Alcohol Policy, event organizers will need to contact the Mauldin Police Department to coordinate event security. Contact the Police Department by calling (864) 289-8900.

## Acceptance of Terms

I have read and agree to abide by all of the terms set forth by this request form and the City of Mauldin Alcohol Policy.

Name (print): \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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## OFFICE USE ONLY

Request Number: \_\_\_\_\_

Date Received: \_\_\_\_\_ Received by: \_\_\_\_\_

Proof of Insurance Received (if required): \_\_\_\_\_

Sent to & Approved by:

City Administrator  Recreation Committee or Planning & Economic Development Chairperson

Police Department  Department Head (based on location)

Department of Revenue License required?  Y  N

Proof Provided?  Y  N

Approved on: \_\_\_\_\_ Denied on: \_\_\_\_\_