

## Diocese of Covington

### Policies & Procedures Manual

#### Section: Alcoholic Beverages

#### Policy: Compliance – Laws & Regulations

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## PARISH EVENTS

Policies & Procedures when dispensing alcoholic beverages at parish events:

1. Appropriate permits and/or license for the sale of beer, wine, or distilled spirits must be obtained by the parish from the appropriate governmental agencies. If a parish obtains a Special Temporary License from the Department of Alcoholic Beverage Control, it will be permitted to sell, serve, and deliver spirits, wine, or malt beverages by the drink for consumption at the event. However, parishes may not sell, serve, and deliver spirits, wine, or malt beverages if they are located in a jurisdiction which does not ordinarily allow such activities to take place.
2. If a parish/school has concerns about state/local law, they are encouraged to contact the Diocese before seeking a Special Temporary License.
3. Alcoholic beverages should only be dispensed by a bartender. A bartender is defined as an individual licensed for such purpose or an adult (age 21 or older) who has had sufficient training in serving drinks and who is proficient in the performance and accomplishment of this particular profession. A bartender shall refuse to serve anyone who has consumed too much alcohol.
4. Alcohol should never be served to an individual who is under legal drinking age (21 years). At large events, e.g. parish/school festivals, a security type person can be used to verify legal age. Consideration should be given to the use of hand-stamps or wrist-bands to indicate those eligible to consume alcohol.
5. At large events, some parishes have found it helpful to contain the consumption of alcoholic beverages to an enclosed area, e.g. beer garden.
6. At large events, signs should be posted indicating that beer will not be sold to anyone under the legal age.
7. Drinks should be served one at a time. Pitchers of beer may be served in the parish hall setting. In a hall setting an individual may transport more than one drink at a time to a table for consumption by fellow guests of legal age. Alcohol should be carefully measured and no “doubles” of any drink should be dispensed. Drink measurements should be no more than 1½ ounces of liquor in a highball, cocktail or mixed drink. Wine should be served in cups of no more than 4-5 ounces and beer should be served in cups of no more than 12 ounces.
8. Food should be served throughout the event. Individuals should be observed during the event to make sure they are eating and not just drinking.
9. Every precaution should be taken to ensure that no personal alcoholic beverages are brought into the event and that alcoholic beverages consumed are only the ones being distributed under the guidance of the bartender.
10. A preexisting plan should exist to handle an individual who has had too much to drink. This plan should include a method to limit or stop the individual from further consumption.
11. At least one hour before the event concludes, the bar should be shut down and no further alcohol should be made available. The event should conclude no later than 1:00 a.m.
12. Consideration should be given to serving additional food and coffee in the final hour of the event. These items will not help the individual lessen the effects of alcohol, but the time will. For every drink consumed, regardless of type (1½ ounces of liquor, 12 ounces of beer or 4-5 ounces of wine) it will take at least one hour for that drink to be eliminated from a person’s system.
13. If there is any incident on parish property related to alcohol, prompt notice shall be sent to the **Finance Office of the Diocese of Covington.**

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### **IN CONJUNCTION WITH A PARISH/HALL RENTAL**

See the “Hall Rental Contract” document for Policies & Procedures when alcoholic beverages are served in conjunction with a rental.

### **AUCTIONS & RAFFLES**

Per the Commonwealth of Kentucky Department of Alcoholic Beverage Control, the following guidance is provided for purposes of raffling or auctioning alcoholic items at festivals or other church events. This policy pertains to all parishes, schools and diocesan institutions.

If a parish seeks to conduct a raffle or auction of alcoholic items, the parish must seek and obtain a Special Temporary Alcoholic Beverage Auction License from the Department of Alcoholic Beverage Control. The fee for such licenses is \$100 and it will require a responsible person at the parish to undergo a background check. The license will only be effective for a limited amount of time, not to exceed thirty (30) days.

Parishes/schools are to specifically check to be sure that their local municipalities (city and county) ordinances allow the sale/use of alcohol within their respective jurisdictions. For example, if City X has imposed restrictions or prohibitions on the sale of hard liquor, but not on beer, a parish within the city limits of City X would not be permitted to raffle/auction hard liquor even though the Special Temporary License would otherwise allow it to do so.

The parish must also obtain whatever permissions and/or licensure to hold the event that is required by the local jurisdiction in which the parish is situated. Please check with your local government to inquire what licenses and permissions are required.

A copy of the application for a Special Temporary Alcoholic Beverage Auction License can be obtained by [clicking here](#).

A Special Temporary Alcoholic Beverage Auction License will permit the parish to raffle and/or auction beer, wine, and/or distilled spirits.