

## **Alcohol Policy** **For The Eclectic Warehouse Venues**

***The most important thing is for you to make it a priority to keep all guests safe.***

The legal use of alcohol is permitted for private parties in The Eclectic Warehouse Venues provided that the following conditions are fulfilled.

- The PLANNER has reviewed, signed and dated the event contract with The Eclectic Warehouse Venues.
- The PLANNER assumes sole responsibility to monitor alcohol consumption of the event guests and to prevent any such guests from becoming intoxicated.
- **BYOB** is to be considered the same as PLANNER serving the alcohol themselves and consequently makes you responsible without PLANNER having any control over the consumption. We do not recommend BYOB and it requires a professional bartender and event insurance. All alcohol on the premises must be checked in with the bartender.
- The PLANNER will be responsible for ensuring safe transportation for the event guests to and from the venue facilities if there is any compromise around drinking and driving.
- The PLANNER is required to disclose the plan for alcohol to the venue before proceeding.

**REQUIREMENTS: If a person can have access to more than two drinks, then both a bartender and event insurance are required. Any BYOB events fall under the category of “more than two drinks”.**

### **Scenario #1: Open Bar with Mixed Drinks; Unlimited alcohol – guests have access to over two drinks**

- A professional bartender is required. The bartender will most likely have his/her own insurance but this is not adequate for our needs as we require a separate event insurance policy.
- Event insurance that covers alcohol is required.

### **Scenario #2: Open Bar with Mixed Drinks; Alcohol is limited to two drinks or less**

- A professional bartender is required.
- Event insurance covering alcohol is not required if you put a plan in place to control the alcohol such as issuing tickets or tokens as your guests arrive that will be collected when obtaining a drink. Your plan must be approved by our staff.

### **Scenario #3: Alcohol (Beer, Wine, Champagne, BYOB, etc.) will be set out and will be considered unlimited alcohol.**

- A professional bartender is required.
- Event insurance that covers alcohol is required

### **Scenario #4: Alcohol (Liquor, Beer, Wine, Champagne, friends contributing alcohol, etc.) will be available but limited to two drinks or less**

- A professional bartender is required.
- Event insurance covering alcohol is not required if you put a plan in place to control the alcohol such as issuing tickets or tokens as our guests arrive that will be collected when obtaining a drink. Your plan must be approved by our staff.

*\* Event insurance covering alcohol and securing a bartender are not required for a simple one-drink champagne toast.*

*\* A professional bartender is defined by us as a person that knows how to mix drinks and makes a pledge to Planner or designated person anyone that is imbibing too much alcohol and does not belong in their car or might need support.*

Event insurance that covers alcohol or a Host Liquor Liability Insurance policy protects you against losses or damages in case of claims arising from any alcohol-related incidents that might occur. Such “incidents”

might include bodily injury or property damage caused by an intoxicated guest who was served liquor at the event. When obtaining this policy, you will need to name the following as additional insured:

- any or all of The Eclectic Warehouse Venues (The Eclectic Warehouse, The Eclectic Banquet Hall, The Eclectic Woodlands, The Eclectic Ballroom, Lakewood and/or The Music Barn)
- The Innes B Hornsby Revocable Trust, Aubrey T. Hornsby Trustee
- Aubrey T. Hornsby

Please contact Francis L. Dean & Associates, LLC in Florida, a professional company that specializes in event insurance. The cost will be calculated by number of guests. This company has our information on file and will send the documents not only to you but to us.

**Please use this contact information: Jamie Eatmon, National Sales Director, Francis L. Dean & Associates, LLC, Fort Myers, FL. 33907; Direct Dial (239) 690-7050; [jeatmon@fdean.com](mailto:jeatmon@fdean.com)**

***Email is the fastest way to handle this – simply give your event information, venue and contact information. Jamie will then send you an electronic application by email.***

*Should you need any additional help, Jamie's assistant is Kelsey Peterson at [kelsey.peterson@fdean.com](mailto:kelsey.peterson@fdean.com).*

***We ask that you have this completed at least two weeks prior to your event.***

*If you have any questions, please contact Aubrey Hornsby at 303.944.0700 or Shari Hindman at 303.499.9665 landline.*

***The Eclectic Warehouse Venues, Aubrey T. Hornsby Proprietor  
Featuring Event Venues and Overnight Accommodations  
Aubrey Hornsby - cell 303.944.0700 - email [athornsby@comcast.net](mailto:athornsby@comcast.net)***