



DIOCESE OF BOISE

1501 S. Federal Way, Suite 400 • Boise, Idaho 83705
208-342-1311

ALCOHOL

BEER and WINE

Permit Requirements:

If you are having wine and/or beer at an event, you may be required to obtain a Beer and Wine Permit. To determine if a permit is required, the following needs to be considered:

1) Is it a private gathering or an open invitation?

If it is invitation only, and not open to anyone, then a beer or wine permit is not required. An example would be a group of youth ministers having wine served at a dinner.

If it is an event is open to anyone, then a permit is required. This would include fundraisers, gatherings after Mass, etc. regardless of if held at a Church owned facility or offsite.

An outside wedding reception, birthday or retirement party would be considered a “private party” as long as it is by invitation only and no one from the Church is serving the beer or wine. If anyone from the Church is serving, it is no longer considered a “private party”

2) Is wine or beer sold?

If wine or beer is sold at any type of event, regardless if it is a “private party”, a permit must be obtained.

3) How to obtain a permit?

Applications for Beer and Wine Permit for Benevolent, Charitable and Public Purpose Events can be found at <https://isp.idaho.gov/abc/forms>. The proceeds from the event must be donated to a non-profit organization. The cost is \$20 for a wine permit, \$20 for a beer permit or \$40 for a combined permit.

Applications MUST be submitted a minimum of 14 days prior to the event.

Following the event, an End of Event Report for Beer and Wine Permit for Benevolent, Charitable, and Public Purpose Events is required to be submitted within 30 days of the end of the event.

HARD LIQUOR

In order to serve hard alcohol, you must hire a caterer or traveling bar that has the required permits and liquor liability insurance.



DIOCESE OF BOISE

1501 S. Federal Way, Suite 400 • Boise, Idaho 83705
208-342-1311

INSURANCE REQUIREMENTS

Anyone using a parish or school property, that is not sponsored by the parish or school, regardless if they are serving alcohol, must provide:

- 1) Special Event Insurance (Currently \$105)

or

- 2) A Certificate of Liability Insurance naming the Parish or School and Diocese of Boise, Additionally Insured for \$1,000,000 and sign the Facility Usage/Indemnity Agreement.

If the outside group is selling alcohol or they are required to obtain a permit, they must purchase Liquor Liability Insurance through K & K Insurance or have it listed on the Certificate of Liability Insurance referenced above.

Outside groups would include the Knights of Columbus, Girl Scouts, American Legion, AAU sports teams, parishioner and non-parishioner families renting or using facilities for wedding receptions, family reunions, birthday parties, etc.

BYOB is not permitted at any function, regardless if it is parish sponsored or not.

Schools and parishes have liquor liability insurance for their own events through Catholic Mutual.

Risk Reduction Measures

- 1) If liquor is to be served, it should be dispensed by a licensed bartender (or an individual who has had sufficient training in serving drinks and one who is proficient in the performance and accomplishment of this particular profession).
- 2) Liquor should never be served to an individual who is under the age of 21.
- 3) The individual who is dispensing drinks should only serve one drink at a time.
- 4) Food should be served constantly throughout the event that is taking place.
- 5) All individuals should be carefully observed throughout the event to make sure they are eating and not just drinking.



DIOCESE OF BOISE

1501 S. Federal Way, Suite 400 • Boise, Idaho 83705
208-342-1311

- 6) Every precaution should be taken to ensure that no alcoholic beverages be brought into the event, and that the only alcoholic beverages consumed are the ones being distributed under the guidance and control of the staff members of the event.
- 7) A pre-existing plan should be devised to handle an individual who has had too much to drink. The plan should include:
 - a) Alternative methods of transportation home after the event should the individual be in a diminished or incapacitated state and unable to drive their vehicle.
 - b) A method to limit or stop an individual's consumption should he or she had too much to drink in the opinion of the bartender handling the event. (This detection method can be handled through simple observation and if the individual exhibits slurred speech, staggering, stumbling behavior, or poor motor skill coordination).
- 8) At least 1 ½ hour before the event concludes, the bar should be shut down, and no further alcohol should be made available to the individuals present at the event.
- 9) In the final 1 ½ hour time period, coffee and food should be made available and those present encouraged to remain and partake in the offerings. While coffee and food will not help those individuals who have been drinking sober up, the time certainly will.

Remember: For every one drink you consume, regardless of the type of drink it may be (12 ounces of beer, 4-5 ounces of wine, or 1 ½ ounces of whiskey), it will take at least one hour for that drink to be eliminated from your system. Consideration should be given to posting signs similar to this at any event where alcohol is served.