

# The Halle's Alcohol Permit Guide:

**Are you a Non-Profit Organization?** *(Must match the name on The Halle's Rental Agreement)*

**YES!**

*The Halle only allows malt beverages and unfortified wines. Liquor is not permitted.  
ALL of the following steps must be completed in order to have beer / wine at your event.  
All permits are reviewed and may be passed or denied.*

## **STEP 1: Obtain ABC Permit through the North Carolina ABC Commission:**

- According to NC ABC Regulations, to "sell" by one of the above methods you must be a non-profit group with 501c(3) status. Individuals may not obtain one. The cost is \$50 and the ABC Commission must have their application at least three weeks prior to the event. Their phone number is 919-779-0700.

## **STEP 2: Obtain "Host Liquor Liability" Insurance:**

- All events where the consumption of malt beverages and unfortified wines (no liquor) is permitted by the Town of Apex liquor liability insurance must be provided in the minimum amount of \$1,000,000 in coverage. "The Town of Apex, 73 Hunter Street, Apex, NC" must be named as additionally insured. For your convenience you may obtain a quote through the online site [talexventinsurance.com](http://talexventinsurance.com). You may also purchase insurance through your own agent and attach the policy information to your application.

## **STEP 3: Obtain Event Security:**

- When required, it is the responsibility of the tenant to provide security staff and to pay their cost in addition to the rental fee. The number of officers required will be determined by the Parks and Recreation Department along with the Apex Police Department based on the rental information. Generally, the ratio of 1 officer per 100 guests is required. Rentals with attendance less than 100 may not require officer attendance. Officers are not allowed to be in the room where alcohol is being served, but will be in close proximity. Officers will not take part in the serving of alcohol, including determination of intoxication. Should their services be needed because of a disturbance or the like, the officer's presence must be requested by staff members or tenant. Please make sure the information above is as accurate as possible, as providing incorrect information will cause this permit to be null and void.
- To hire off-duty officer(s), contact Sergeant John Jones at 919-249-3452 or email him at [john.jones@apexnc.org](mailto:john.jones@apexnc.org)

## **STEP 4: Obtain notarization on "Addendum A: The Halle Cultural Arts Center Alcohol Permit"**

- This permit can be found on The Halle's website or by emailing Taylor Wray at [taylor.wray@apexnc.org](mailto:taylor.wray@apexnc.org)

## **STEP 5: Bring the following completed items to Taylor Wray at The Halle Cultural Arts Center at least one month prior to your rented date.**

- ABC Permit
- Insurance with "host liquor liability" and The Town of Apex named as additionally insured
- notarized form
- Proof of off-duty officer

## **STEP 6: Taylor Wray will update you within one week of you presenting your STEP 5 items with the Town of Apex Review.**

**NO.**

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## **STEP 5: Taylor Wray will update you within one week of you presenting your STEP 4 items with the Town of Apex Review.**

If you have any questions regarding this process, please contact Taylor Wray at [taylor.wray@apexnc.org](mailto:taylor.wray@apexnc.org)