

THE HALLE CULTURAL ARTS CENTER OF APEX
Addendum A: Alcohol

237 N. Salem Street, Apex, NC 27502 | (919)249-1120 | TheHalle.org

*This addendum application & all associated documents **must** be returned to The Halle 1 month prior to the event date. The application will **not** be processed if delivered under 1 month prior to the rental date.*

CONTACT INFO:

Name of Renter:	Phone:
Address:	City / State:
Date of Rental:	Rental Times:
Purpose of Rental:	# of Guests:

BARTENDER INFO:

Will Bartenders be used?	Are Bartenders from an Agency & Certified? ~Must attach a copy of certifications~
Agency Name:	Agency Contact:
Agency Address:	Agency Phone:

Town of Apex Alcohol Permit Regulations

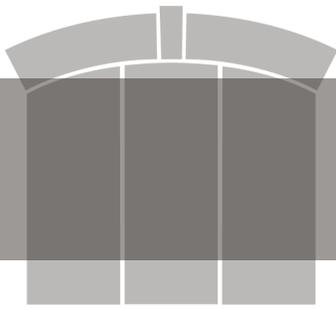
The consumption of malt beverages and unfortified wines (no liquor) is permitted at the Halle Cultural Arts Center of Apex by approval of the Apex Parks, Recreation, and Cultural Resources Director, The Halle Cultural Arts Center Manager, and the Safety & Risk Manager. If permitted to serve malt beverages and/or unfortified wines, certain additional restrictions may be enforced.

Liability Insurance Requirements

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 totaleventinsurance.com. You may also purchase insurance through your own agent and attach the policy information to your application.

Event Security

When required, it is the responsibility of the renter 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. 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 renter. 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 john.jones@apexnc.org.



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Addendum A: Alcohol Guide

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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 documents are reviewed and may be accepted or denied.

Is the renter a 501c(3) Non-Profit Organization?

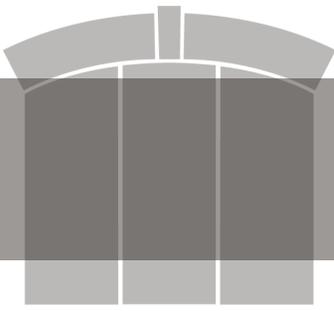
YES. I am a 501c(3) Non-Profit Organization

- 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 typically three weeks prior to the event. *Please be sure to work this timeline into our requirement of 1 month prior. Most organizations will need to apply for their ABC permit a minimum of 7 weeks prior to the event date to ensure approval before The Halle’s 1 month prior document due date.*
- 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 totaleventinsurance.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 renter 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 renter. 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
- STEP 4: Obtain notarization on Addendum A**
This permit can be found on The Halle’s website or by emailing us at halleculturalartscenter@apexnc.org
- STEP 5: Bring the following completed items to The Halle Cultural Arts Center staff** at least one month prior to your rented date. See checklist on next page.
- STEP 6: Town of Apex Review**
The Halle staff will update you once the review is complete.

NO. I am NOT a 501c(3) Non-Profit Organization

- STEP 1: Obtain “Host Liquor Liability” Insurance:**
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If you have any questions regarding this process, please contact The Halle Cultural Arts Center staff: halleculturalartscenter@apexnc.org



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Addendum A: Alcohol Checklist

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Is the renter a 501c(3) Non-Profit Organization?

YES. I am a 501c(3) Non-Profit Organization

- ABC Permit**
- Certificate of Insurance**
(with liquor liability & Town of Apex listed as additionally insured)
- Addendum A**
(with notarization)
- Proof of Off-Duty Officer**

NO. I am NOT a 501c(3) Non-Profit Organization

- Certificate of Insurance**
(with liquor liability & Town of Apex listed as additionally insured)
- Addendum A**
(with notarization)
- Proof of Off-Duty Officer**

By initialing below, I am acknowledging that I understand all of the requirements stated in this Alcohol Addendum packet, as well as the required paperwork needed.

I also understand that I must deliver all of the required documents to The Halle staff 1 month prior to the event date for it to be reviewed.

Renter's initials: _____

If you have any questions regarding this process, please contact The Halle Cultural Arts Center staff:
halleculturalartscenter@apexnc.org