

MNL – MUNICIPAL GENERAL INSURANCE PROGRAM

Risky Business Best Practices Community Series

RISK MANAGEMENT STRATEGIES FOR SERVING ALCOHOL AT MUNICIPAL EVENTS

- Create a risk management program that is supported by management. Have it broadly communicated including protocol on how to manage an intoxicated guest.
- If you are using an event caterer or bartending service, confirm they are licensed to do so and obtain a certificate of liability Insurance with the municipality added as an additional insured. Certificate should outline the specific event the policy is covering including the serving and selling of alcohol.
- Only those who have alcohol awareness training should serve liquor at your event – Have your staff trained in the appropriate service of liquor.
- Should an incident occur, report to your insurer as soon as possible. Record all relevant information surrounding the incident- Names and Contact information of witnesses, employees or volunteers present at the time or have any information about the incident documented. Note the surroundings at the time of the alleged incident take photos. Complete an incident report.
- Refer any discussions with a claimant to your insurer claims professional.
- Instruct your employees and volunteers not to discuss or make any comments about fault/liability – Never admit liability.

SERVING ALCOHOL AT MUNICIPAL EVENTS CHECK LIST

MUNICIPALITY OF: _____

EVENT: _____

- Ban Personal Alcohol Beverages.
- Have your caterer/bartender use full discretion in cutting off any intoxicated person.
- Set policy for handling people who have had enough to drink
- Limit or eliminate alcohol sponsorship – avoid impression that alcohol is central to the event
- Set up an enclosed, monitored area for the consumption of alcohol
- Post signs about alcohol liquor laws. Examples - legal age, .08 alcohol legal limit, buying minors alcohol.
- Establish procedures for checking IDs. – Have a mature qualified person checking IDs.
- Consider having a nontransferable wrist band to identify checked and legal aged drinkers.
- Provide the option of non-alcohol beverages – water, pop etc.
- At the checkpoint suggest a designated driver if they are driving.
- Have volunteers responsible for keeping an eye on guests and their level of intoxication.
- Develop a plan for volunteers – before the event – on how they are to respond if someone becomes too intoxicated.
- Ensure volunteers know they are not to put themselves at personal risk, and have them call police when escalation is required and appropriate.
- Develop controls to insure intoxicated guests are not served.
- Stop serving alcohol at least one hour before closing the event – No last call.
- Staff well with properly trained security people at all entrances/exits to the "adults only" area.
- Have food available at the event location
- Stay vigilant and ask for someone's keys if you are concerned about their ability to drive – help them get home safely
- If someone is intoxicated, make all reasonable efforts to prevent them from driving home – (make a call for them to be picked up, have taxi vouchers available, ask if they have a friend at the event that could give them a ride etc.) Make sure you document that encounter.

COMPLETED BY:

NAME/TITLE

DATE