



# Policy Manual

## PUBLIC

### P16: Alcohol

#### Purpose

Pursuant to authority granted by City Ordinance 10-149.10, the Library Board has authorized, on a limited basis, the use of alcohol at the Library. The use is limited to specific locations and is subject to the rules set forth below. The purpose of this Policy and corresponding Rules is to prevent common and recognized problems that can arise from alcohol consumption, to ensure a safe and enjoyable environment for all those who use Library facilities, and to reduce the risk of liability.

#### General Policy

The Library does not maintain a liquor license. By City ordinance, alcohol can be possessed either:

- (1) Under a special event license issued by the State of Michigan/Liquor Control Commission to a non-profit organization for a specific event; or alternatively
- (2) As part of a private event for which no license is required from the State of Michigan.

**Private events** for which no special event license is required are those in which a limited number of people are invited in connection with a private gathering—such as a wedding shower or reception or a banquet sponsored for a particular group of individuals and their guests—and alcohol is provided free of charge by the host or Sponsor or brought to the event by individuals for personal consumption.

**Events requiring a special event license** are those that the general public is permitted to attend and which involve the provision of alcohol by the non-profit entity sponsoring the event for a charge, as Michigan law does not allow the provision of alcohol to the general public free of charge.

Some of the following rules apply to either type of event. Additional rules may apply depending on which type of event is held.

The Library reserves the right to deny the request for the use of alcohol, and to deny the Alcohol Use Application, if it finds that the Sponsor cannot or likely will not meet the

requirements of this Policy and these Rules, cannot sufficiently indemnify or hold harmless the City/Library, or if the proposed event is in any way inconsistent with the use of the Library and the purpose of this Policy as stated above.

### **Generally-Applicable Rules**

In addition to any and all applicable state and local laws, ordinances, or regulations relating to the sale, service, consumption, and possession of alcohol, the following rules shall apply to carry out the Policy stated herein.

1. Unless otherwise specified in this Policy and under these Rules, an Alcohol Use Application shall be completed indicating the intent to serve or sell alcoholic beverages. Approval shall be received from the Library Director and the Police Chief or their designees. An Application for a **private event** shall be submitted at least five (5) business days before the event. An Application for an event under a **special event license** shall be submitted at the time the application for the license is submitted to the State of Michigan Liquor Control Commission.
2. A \$500 deposit is required to be paid 7 days in advance of the event to guarantee compliance with these rules. The deposit is refundable at the conclusion event unless forfeited in accordance with these rules.
3. No alcohol may be consumed at the Library during regular hours of operation.
4. No alcohol may be taken from the Library. All alcoholic beverages shall be consumed on the premises where use has been authorized.
5. Alcohol service is limited to beer, wine, and champagne packaged in bottles. Hard liquor and beer kegs are not allowed.
6. Low and non-alcoholic drinks must be available at all times that alcohol is available. Non-alcoholic drinks must be available at a lower price than alcoholic drinks.
7. Food must be available at all times when alcohol is being served.
8. If bar service is provided, a maximum of two drinks may be served to an individual at any one time.
9. If bar service is provided, no special sales or reductions will be permitted for volume purchases.
10. Alcohol may be possessed or consumed only by individuals over the age of 21. The event Sponsor shall ensure that identification is in accordance with applicable law, to ensure that no one under the age of 21 is served alcohol. The only acceptable forms of identification shall be a state or other official identification card, a driver's license with photo, or a passport.

11. No alcohol shall be served to any person who is obviously intoxicated. Doing so may result in criminal prosecution.
12. The availability of liquor at an event shall not be advertised without the prior written approval of the City/Library.
13. If bar service is provided, no announcement of "last call" may be made. The bar shall simply close at the required time.
14. Alcohol must be possessed, consumed, and served only in areas designated for the specific event by the Library.
15. Library representatives may enter the event at any and all times to review compliance with this policy and these rules.

### **Event Sponsor Obligations**

For purposes of this policy, "Sponsor" means the person or group responsible for organizing an event involving alcohol at the Library.

Individual representatives(s) of the event Sponsor shall be identified in the Alcohol Use Application and the event Sponsor, if an individual, or at least representative of the event Sponsor, if a group, must be present at the event at all times.

The event Sponsor is responsible for:

1. Submitting the Alcohol Use Application, if required, and posting the required deposit.
2. Securing and paying the premium for insurance and providing proof of insurance (to the extent required by this Policy and these Rules).
3. Securing the required special event license from the State of Michigan/Michigan Liquor Control Commission, if alcohol is to be sold at the event.
4. Providing "server trained" supervisors or bartenders as required in this Policy and these Rules.
5. Providing the required hold harmless/indemnification agreement to the City/Library.

### **Insurance**

Insurance requirements differ depending on whether the event involves the sale of alcohol to invited members of the public in connection with an event sponsored by a non-profit organization or is a private event at which the Sponsor provides the alcohol free of charge or alcohol is brought for personal consumption.

#### **A. Non-profit "special event"**

A certificate of insurance coverage of not less than \$500,000 per occurrence and a minimum aggregate coverage of not less than \$1,000,000, including \$1,000,000 of alcohol liability coverage, is required to cover any liability arising out of or associated with the event. The City of Novi and its City Council, officers,

agents, and employees must be named as "additional insured." The certificate is required five (5) days in advance of the event. The certificate shall be provided to the City Clerk's office, which shall be responsible for verifying that the required coverage is provided.

#### **B. Private event/party**

Sponsors must provide a copy of their Personal Liability Home Owners, Condominium Owners, or Renters liability policy reflecting coverage for the event of not less than \$500,000 per occurrence and a minimum aggregate coverage of not less than \$1,000,000, including \$1,000,000 of Host Liquor Law/Liquor Law Liability coverage, or other evidence of sufficient coverage for the event as determined by the City. Sponsors are strongly encouraged to advise their insurance broker that they will be serving/selling alcohol at an event away from their residence in order that their Personal Liability Home Owners or Tenants and Condominium Owners Liability can be extended and endorsed to include such coverage.

#### **Indemnification/Hold Harmless Agreement Required**

The event Sponsor must agree to defend, indemnify and hold harmless the Library, the City of Novi, and their officers, agents and employees from all claims, liabilities, demands, damages and actions, or whatever form or nature, for property damage, personal injury or death, arising out of or in any way relating to the event and the use by the Sponsor.

#### **Alcohol to be Served by Trained Servers (Licensed Events and Large Private parties)**

At every event conducted under a **special event license** at which alcohol is sold, the sponsor must provide at least one (1) bartender who has completed a Michigan Server Training Program established pursuant to the Michigan Liquor Control Commission, and specifically MCL 436.1906 (such as TAM, TIPS, C.A.R.E., or ServSafe Alcohol). The trained server must oversee all other servers during the event. All servers shall be over the age of 21.

At any **private event** at which more than 25 people will be present and at which alcohol will be provided by the Sponsor at no charge, the Sponsor shall provide at least one (1) bartender who has completed a Michigan Server Training Program, except as otherwise provided in this Policy and these Rules.

#### **Violation of Policy/Rules**

A Library staff member will intervene whenever he or she encounters a violation of the policy. Depending upon the severity of the infraction, Library staff may ask the Sponsor of the event to stop the violation, or may close down the portion of the event involving alcohol. Should the Sponsor fail to comply, staff members may call the police for enforcement. Violations of this Policy and these Rules shall result in a forfeiture of the deposit.

**No Gambling or Games of Chance**

No gambling or games of chance will be permitted at the Library except at an event that is specifically authorized by the Library Board.

Approved: May 15, 2010; Amended: June 22, 2017

Signed:

A handwritten signature in black ink, reading "Craig Messerknecht". The signature is written in a cursive style with a large, sweeping initial "C".

Craig Messerknecht  
President  
Novi Public Library Board of Trustees



**CITY OF NOVI**  
**ALCOHOL ALLOWANCE POLICY**  
**NOVI CIVIC CENTER, TOWNSHIP HALL and**  
**NOVI PUBLIC LIBRARY**



Alcohol consumption is prohibited during regular business hours

**Civic Center & Township Hall** – Monday through Friday, 8:00 am – 5:00 pm

**Library** – Monday through Thursday, 10:00 am – 9:00 p.m.

Friday and Saturday, 10:00 am – 6:00 pm

Sunday, 12:00 – 6:00 pm

**Private Events**

- Liquor License NOT required
- Copy of Sponsor's Personal Liability Homeowners, Condominium Owners, or Renters Liability Policy IS required
- Licensed Bartender for parties over 25 in attendance

**Non-Profit Special Events**

- Special Event Liquor License IS required
- Copy of Certificate of Insurance (\$500,000 per occurrence and minimum aggregate coverage of \$1,000,000 including \$1,000,000 alcohol liability coverage / City of Novi, City Council, officers, agent and employees names as additional insured) IS required.

A deposit fee of \$500 (credit card) is due at the time the Alcohol Use Application is submitted. **ENGAGEMENT IS NOT CONFIRMED UNTIL PAYMENT, USE APPLICATION, AND SPECIAL EVENT LICENSE (if applicable) ARE RECEIVED AND APPROVED BY THE CITY.**

Applicant must be 21 years of age or older and accept responsibility for their guests.  
Applicant must be present for the entire engagement.

When 25 or more people are in attendance, a bartender who has completed a Michigan Server Training Program is required.

Alcoholic beverage service shall stop 30 minutes prior to the end of the engagement.

No alcohol shall be stored in the building.

No one under 21 years of age shall consume alcohol on the premises.

Guests shall ONLY use the area that is reserved (except for restrooms).

**Alcohol shall be consumed in the reserved room ONLY.**

No person employed by the City of Novi can be privately hired for the engagement.



**CITY OF NOVI  
ALCOHOL USE APPLICATION  
NOVI CIVIC CENTER, TOWNSHIP HALL AND  
NOVI PUBLIC LIBRARY**

DATE OF EVENT: \_\_\_\_\_ TIME: \_\_\_\_\_ to \_\_\_\_\_

LOCATION: CIVIC CENTER \_\_\_\_\_ LIBRARY \_\_\_\_\_

DESCRIPTION OF EVENT: \_\_\_\_\_

BARTENDER MICHIGAN SERVER TRAINING PROGRAM CERTIFICATION:  
\_\_\_\_\_

ROOM RESERVATION APPLICATION: APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_

EVENT APPLICANT / ORGANIZATION NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP CODE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ MOBILE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ FAX: \_\_\_\_\_

**Private Events**

- Liquor License **NOT** required
- Copy of Sponsor's Personal Liability Home owners, Condominium Owners, or Renters Liability Policy **IS** required

**Non-profit Special Events**

- Special Event Liquor License **IS** required
- Copy of Certificate of Insurance (\$500,000 per occurrence and minimum aggregate coverage of \$1,000,000 including \$1,000,000 alcohol liability coverage / City of Novi, City council, officers, agents and employees names as additional insured) **IS** required.

As the applicant for self, organization, or group applying for permission for alcohol allowance for either the Novi Civic Center or Novi Public Library, the applicant agrees to comply with the City of Novi Alcohol Allowance Policy (copy attached).

Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Novi Police Department Approval \_\_\_\_\_ Date: \_\_\_\_\_

City Administration Approval \_\_\_\_\_ Date: \_\_\_\_\_