



Madison Senior Center

330 West Mifflin Street, Madison, Wisconsin 53703

Phone: (608) 266-6581

Email: seniorcenter@cityofmadison.com

ALCOHOL AGREEMENT AND PLAN

This form, and copies of insurance certification and Class B alcohol license (where applicable) must be submitted to seniorcenter@cityofmadison.com at least 10 days before the event. Paperwork can also be mailed or dropped off.

Applicant: _____

Contact Person: _____

Phone Number: _____

Email: _____

Mailing Address: _____

Event Date: _____

Event Type:

A. Small-Invitation only (\$50 fee)

Describe: _____

B. Social Group or Organization (\$100 fee)

Describe organization and event:

Class B/Picnic license received (Date): _____

Expected number of attendees: Adults: _____ Children: _____

General Rules

- Renter must qualify to serve alcohol as outlined in Alcohol Policy.
- Renter must institute controls that prevent underage alcohol consumption and intoxicated patrons.
- Food and non-alcoholic beverages must be available when alcohol is served.
- Individual glass bottles are not allowed.
- Renter must agree to remove and deny entrance to intoxicated patrons. MSC staff may direct the Renter to remove intoxicated patrons and has the authority to take appropriate measures to ensure the safety of participants and the protection of the facility, including police assistance.
- Consumption and service of alcoholic beverages must remain within the designated event rental space. Open alcohol cannot be taken outdoors.
- Marketing practices that encourage alcohol consumption, like oversized drinks, contests or volume discounts, are not permitted.
- MSC reserves the right to limit or deny the use of alcohol at any event, private or public.
- **For publicly advertised events:** Renter must provide a written plan that addresses crowd control and security measures and the prevention of underage drinking/intoxicated patrons.

Alcohol Plan

Alcohol service is limited to 2.5 servings per adult attendees. (Servings: Beer- 12oz, Wine- 5oz) MSC Attendant will check inventory of alcohol entering the building for alignment with plan.

BEER

Brand	Quantity	Where Purchased Note: Event type B must purchase through a wholesaler, not a retailer.

WINE

Brand	Quantity	Where Purchased Note: Event type B must purchase through a wholesaler, not a retailer.

Required insurance information and copy of Class B license should be submitted with this form.

ASSUMPTION OF RESPONSIBILITY

By my signature, I agree that I have read and understand all of the terms and conditions in the Madison Senior Center Alcohol Policy. I understand the Alcohol Policy is in addition to the terms stated in the Facility Use Agreement. I agree to comply with, and enforce, all the rules in this Policy. I understand that failure to comply with the Alcohol Policy may result in immediate cancellation of my event, forfeiture of security deposit, rent paid and additional fees/penalties, including those from police intervention. I assume all liability related to the service and/or sale of alcoholic beverages. I agree to hold harmless and indemnify the City of Madison, the Madison Senior Center, and its officers, agents and employees for all claims arising out of, or connection with, the use of MSC facilities for my event.

Renter (print name)

Signature

Date

***Person signing alcohol policy must be at least 21 years of age.
Proof of age in form of photo ID may be required.***