

**Catering by Concordia**  
**Concordia College Moorhead Alcohol Service Policy**

*For our guests*

*Updated 4 May 2015*

Catering by Concordia is pleased to offer beer and wine service to enhance your on-campus event. To ensure personal and public safety through responsible service of alcoholic beverages, our basic policy and guidelines are as follows. Additional guidelines may be implemented as individual event needs dictate.

**Alcohol Service – General Guidelines**

Beer and/or wine are the only types of alcoholic beverages we serve. Bring-your-own-beverage service (BYOB) is not permitted. No outside beverages are permitted at events catered on campus, including personal containers of alcohol such as flasks. Alcohol may not be taken out of the designated serving location. No disposable or to-go containers are permitted.

Whether a hosted or cash bar, we offer attended service only. We do not allow bottles or pitchers of alcoholic beverages to be purchased or placed on tables for self-service.

College policy allows alcohol service only between the Monday after graduation in the spring (generally the first weekend in May) and the day before faculty workshops begin in the fall (generally the third week of August).

Service is limited to Knutson Campus Center and Barry Auditorium.

**Nonalcoholic (NA) Beverages**

To encourage responsible choices, nonalcoholic beverages will always be served in addition to alcoholic beverages. NA beverages will be displayed as prominently as alcoholic beverages.

**Product Selection**

We provide a standard menu of delightful beer and wine options for your guests. We regret that donated or homemade beer, wine, or other beverages are not permitted.

**Advance Notice**

Please inform the office of Conferences and Events of your desire for alcohol service when booking your event. Adequate advance notice will allow us to plan for and procure necessary beverages, supplies, and staff.

**Hours of Service**

The total serving time of alcohol is limited to six hours. Alcohol service will end no later than 11:30 p.m. with all alcoholic beverages to be removed at midnight.

### **Food at Events Where Alcohol is Served**

Food must also be served at events where alcohol is served. Food served must be more substantial than light snacks. Catering by Concordia will determine if the food to be served is substantial enough to meet this requirement. Food may be served before or concurrent to alcohol service.

Outside food is not permitted at events served by Catering by Concordia without express permission from authorized college staff.

### **Proof of Age/Underage Consumption**

No alcohol will be served to persons less than 21 years of age. Proof of age in the form of government issued photo identification for individuals appearing younger than 35 is required.

Wristband verification of age will be required.

If Concordia staff members observe alcoholic drinks being passed to underage individuals, we reserve the right to suspend alcohol service immediately and notify local law enforcement officials to investigate. Guests passing alcoholic drinks to underage individuals and the underage individuals receiving the alcoholic drinks will be required to leave the event.

Concordia College reserves the right to ask for proof of age at any time of any person participating in an event where alcoholic beverages are being served.

### **Quantities Served/ Wristband Verification**

Wristband verification of age and number of drinks served will be required.

Guests of verified legal drinking age will receive a tabbed wristband, to be fastened on guests' wrists by college staff. Bartenders will remove, or must observe being removed, a tab for each alcoholic beverage purchased. Guests are limited to a drink total equal to two alcoholic drinks during the first hour of service and one alcoholic drink per hour thereafter.

### **Right to Refuse Service/Intoxicated Individuals**

We will not serve alcohol to any guest who appears to be intoxicated. We will discourage seemingly intoxicated guests from driving. We will inform the event host of our observations and concerns and ask him or her to assist in ensuring personal and public safety.

Concordia College reserves the right in its sole discretion to refuse service to any individual for any nondiscriminatory reason.

### **Security**

The Director of Public Safety for Concordia College reserves the right in his/her sole discretion to require security services to be present at any event where beer and wine are served. The Director of Public Safety will determine how many officers will be required. The cost for these services will be the responsibility of the event host.

### **Hosted versus Cash Bar**

Event hosts may choose to offer their guests either hosted or cash bar service.

#### Hosted service

- Hosted service is an excellent way for event hosts to offer extra hospitality to their guests.
- This method of service is also speedier because there are no cash payment or change transactions.
- The event host is billed for each beverage served.
- Drink quantity and hours of service limits apply.

#### Cash Bar service

- Cash bar service is an economical service method that allows event hosts to plan more precisely for final costs.
- Drink quantity and hours of service limits apply.

### **Forms of Payment Accepted**

For cash bars, we accept cash and checks only. Checks may be written for \$25 over the amount of purchase only. We regret that we do not accept credit cards at the cash bar, however an ATM is available in Knutson Campus Center for your guests' convenience.

### **Billing**

Other than weddings, you will be billed for all final charges within 30 days of your event.

For weddings, catering and beer/wine service charges will be billed separately from facilities charges as follows. A booking fee equivalent to 25% of food charges plus beer/wine minimum service fees is due at time of booking. A second booking fee equivalent to 50% of food charges is due 30 days prior to your event. The balance of food charges is due the day prior to your event.

If you provide a hosted bar for your event, charges will be based upon consumption and payable in full no later than three business days after your event. No exceptions or deviations from this payment schedule.

### **Minimum Charges**

There is a \$150 minimum service fee per bar/bartender. Minimum service fees will be based on the largest number of bars needed at any point to service your event. Catering by Concordia will determine the number of bars needed to adequately service your event.

This is the minimum charge for providing beer and wine service for your event. This fee is waived if the total beer, wine, and NA beverage purchases for your event reach \$150 or more per bar, in aggregate.

Beverage prices include state and local taxes.

### **Gratuities**

Catering by Concordia does not charge gratuities for our services. Cash or change left as gratuities at the bar, or additional funds remitted with payment to acknowledge good service, will be used to benefit students and to support the mission of Concordia College.