

Exhibit A - Beverage Exemption Request

Name of Applicant: _____

Describe Special Exception Event, including proposed nature, size, date(s), and duration (attach extra pages if necessary): _____

Church Facility/ies to be Used (include address): _____

Proposed Beverages and Food: _____

By signing below, the Applicant acknowledges and agrees that the Applicant is responsible for obtaining (i) an ABC banquet license, (ii) local permits and licenses for serving alcoholic beverages, and (iii) as required by the Church's insurance policy, a certificate of insurance in a minimum amount of \$2,000,000, naming the Church as an additional insured. Evidence of each of the foregoing, including the original license and a binding Insurance Declaration, must be provided to the Chair of the ACE Committee or his/her designated representative at least fourteen (14) business days prior to the event. The Church will obtain other permits or licenses required by the locality for holding the Special Exception Event.

In addition, by signing below, Applicant acknowledges and agrees to each of the following Special Exception Event rules:

1. Alcoholic beverages are limited to beer, wine and champagne only. Spirituous liquors, distilled spirits, and mixed drinks are strictly prohibited. All alcoholic beverages must be served in single servings. Kegs, beer balls, party punches, champagne fountains and the like are strictly prohibited.
2. Attractive non-alcoholic alternative beverages must also be served and readily available. With the service of alcohol, some food also must be offered.
3. Alcoholic beverages must be delivered in their original containers unopened and will be accepted at the Church facility on the day of the event. The Applicant or a designated representative must be present and manage the acceptance of any deliveries at the Church facility. Alcoholic beverages will be removed from the facility on the day of the event.
4. No alcoholic beverages may be served or given to, or consumed by, any person in attendance at the Special Exception Event whom the Applicant knows or has reason to believe is intoxicated. A person may be deemed intoxicated when it is apparent from observation that he or she has consumed enough alcohol to affect his or her manner, disposition, speech, movements, general appearance, or behavior.
5. Any person who is deemed to be intoxicated must be escorted out of the Church premises immediately.
6. No alcoholic beverage may be sold, given to, or consumed by any person in attendance at the event whom you know or have reason to believe is less than 21.

7. The ABC banquet licensee must be present at all times during the Special Exception Event.
8. The ABC banquet licensee may not be intoxicated or under the influence of self-administered drugs during the event.
9. No alcoholic beverage may be sold or served on the premises beyond the approved hours as stated in the issued ABC license.
10. No one under the age of 18 years may sell, serve, or dispense beer.
11. The Applicant must designate a representative responsible for ensuring proper decorum and behavior is observed before, during, and after the Special Exception Event.
12. The Church will provide a "Compliance Monitor" to be present during all Special Exception Events.
13. Any alcohol-related incidents shall be reported in a timely manner by the Applicant to the Chair of Alcohol Consumption Exemption Committee.
14. The Applicant has read and received a copy of the Policy for the Consumption of Alcohol in and around Larchmont United Methodist Church Property.

Agreed to:

Applicant

By: _____

Print Name

Accepted:

Alcohol Consumption Exemption
Committee

By: _____
Chair, Alcohol Consumption Exemption
Committee

Please submit this Beverage Exemption Request to Chair, Alcohol Consumption Exemption Committee at the Church office located at 1101 Jamestown Crescent, Norfolk, VA 23508 or via email to office@larchmontumc.org