

**STATE OF MICHIGAN
ALCOHOLIC BEVERAGE USE AGREEMENT**

This agreement will allow your organization or event to have and consume alcoholic beverages at a State of Michigan facility as long as state law and the conditions outlined below are understood and adhered to. Please complete and sign this agreement along with the rental contract.

Organization _____
Contact Name _____
Address _____
City _____ State _____ Zip _____
Phone _____ Email _____

Please describe your event:

Facility Name _____
Address _____
City _____ State _____ Zip _____
Event Date _____ Event Time _____ to _____
Nature/Purpose _____

The undersigned individual and/or organization sponsoring the above-described event understands and agrees to the following:

- 1) No alcoholic beverages may be served and no set-up for such service may be performed during the facility's public hours.
- 2) Only caterers approved by the director of the Department of Technology, Management and Budget or the Director's designee shall be authorized to serve alcoholic beverages.
- 3) The undersigned individual and/or organization sponsoring the event must provide proof that he/she is at least 21 years of age and a state of Michigan resident. The sponsor is personally responsible for monitoring

all activities relating to alcoholic beverages including the prohibition of service to minors and restriction of consumption to inside the designated facility or areas.

- 4) The undersigned individual and/or organization sponsoring the event must adhere to the following State of Michigan Department of Technology, Management and Budget bar service policies:
 - a) Cash bar services are strictly prohibited in State of Michigan facilities.
 - b) Shots of any kind are not permitted.
 - c) Beverages consisting of three or more liquors are not permitted.
 - d) All guests are required to produce government issued photo identification with appropriate birthdate when requesting an alcoholic beverage from the bar service.
 - e) Any food or beverage, especially alcohol, brought in by a guest that is not purchased through the designated event catering or bar service company will be immediately confiscated and actions will be taken.
 - f) Consumption of any event beverage outside of the facility or designated event areas is prohibited.
 - g) If there is alcohol served at any time there must be food served as well.
 - h) Last call must be made 30 minutes before the end of the scheduled event and all bars must close 15 minutes prior to the scheduled event's end.
- 5) The undersigned individual and/or organization sponsoring the event shall maintain Commercial General Liability and Property Damage insurance subject to a limit of liability of not less than \$1,000,000.00 per occurrence and naming the State of Michigan as additional insured. Proof of insurance is required to be delivered to the Department of Technology, Management and Budget at least two weeks (14 days) before the event.
- 6) The undersigned individual and/or organization sponsoring the event is responsible for any and all damage to the premises, equipment or property and will be held liable for all actions, behavior and damages caused by event attendees.
- 7) The undersigned individual and/or organization sponsoring the event is directly liable and responsible for all alcoholic beverage service and any subsequent claims made from any individual as a result of that service.

The State of Michigan and the facility operators are held harmless by the undersigned and the sponsoring organization from any and all liability involving the service of alcohol for the above-described event.

- 8) The undersigned individual and/or organization sponsoring the event is responsible for all cleanup costs and damages to the facility as they relate to the event held.

The undersigned understands these rules fully and is responsible for the service of alcohol at the above-described event and agrees to all terms and conditions outlined above.

Signature

Date: _____

Organization (If Applicable)

Signature of Witness

Date: _____

State Facility Manager Signature

Date: _____