



U.S. Rotary Club & District General Liability Insurance Program **Loss Control Guidelines for Serving Alcohol**

Serving alcohol irresponsibly can lead to violations of the law, resulting in fines or the future denial of a liquor license for your club or district. It may also lead to death or injury, which your club or district could be held liable for. Please consider the following to ensure your involvement with serving alcohol is safe and lawful:

- Review local and state laws regarding the sale and consumption of alcohol. You may also need to obtain a special license or permit from a local government agency to serve alcohol during your event.
- Confirm with the premises owner that serving alcohol is permitted and inquire about any additional requirements that may be necessary (i.e. licensed bartender, someone checking identification, or extra security personnel).
- Determine who will be serving the alcohol (i.e. volunteer, third party vendor). If a third party vendor is used, make sure the contract with that vendor contains contract provisions which transfer the risk to that vendor. Such provisions should include indemnification and requiring the vendor to name your organization as an Additional Insured on the vendor's general liability insurance policy. Seek local legal counsel for further advice on the appropriate contract provisions.
- Create controls to ensure intoxicated and underage patrons aren't served.
- Develop a written strategy for handling intoxicated patrons.
- Limit consumption to a designated roped-off area.
- Set a "Last Call" an hour before the event ends to limit the probability of an intoxicated person driving on the road.
- Require Rotarians and volunteers serving alcohol during Rotary sponsored events to complete an alcohol server intervention program such as TIPS (www.gettips.com) to reduce potential losses arising from the sale of alcoholic beverages.
- Assist intoxicated patrons in making travel arrangements with local transportation providers.

The information provided in this document is intended to help Rotarians manage risks. The information provided does not constitute professional, legal, financial or insurance advice. It is highly recommended that you contact a local legal, financial, or insurance professional for such advice.