



4400 NE Century Blvd, Hillsboro, OR 97124

503-681-6120 Office, 503-681-6124 FAX | Hillsboro-Oregon.gov/ParksRec

Alcohol Usage Policy

Alcoholic beverages may be served at Glenn & Viola Walters Cultural Arts Center, River House, Hillsboro Community Senior Center, Civic Center Complex, Jackson Bottom Wetlands Preserve and Gordon Faber Recreation Complex only with proper review and approval. The following conditions apply:

City of Hillsboro Alcohol Usage Policy

- Events at Gordon Faber Recreation Complex and Civic Center Complex require separate negotiations and contracts.
- If you are **serving alcohol and you either require payment or purchase, or accept donations of money (including a tip jar)**, please contact **OLCC at 503-872-5198 immediately** for further information before you proceed.
- If you are serving alcohol and attendance is **50 (or more) people**, general liability insurance and a licensed OLCC server are required (OLCC license must be shown to facility supervisor/manager at the start of the rental). If attendance is **49 (or fewer) people**, then no insurance is needed and no licensed server is required.
- If you are serving alcohol and attendance is **50 (or more) people** you will be required to maintain in full force and effect for the term of this agreement, at user's expense, general liability to include bodily injury and property damage in the amount of \$1,000,000 per occurrence and \$2,000,000 aggregate. User shall provide certificate of insurance and additional insured policy endorsement to City prior to commencement of this agreement. Insurance should be endorsed to name the City as additional insured and include the following language on the endorsement; included as Additional Insured, City of Hillsboro, its elected and appointed officials, officers, employees and agents. User shall be financially responsible for all pertinent deductibles, self-insured retentions and/or self-insurance used to satisfy these requirements.
- Alcohol service must stop **60 minutes** prior to the conclusion of the rental. Exceptions may be made for events at Civic Center Complex and Gordon Faber Recreation Complex.
- The service and consumption of alcoholic beverages is restricted to the approved rented areas of all City of Hillsboro facilities. All service and consumption must meet OLCC requirements.
- A facility supervisor or manager will be present at all functions where alcohol is served. The supervisor or manager has the authority to call police if he/she feels it is necessary. He/she has the right to check IDs of any participant and has the authority to end the event at any time.
- The Parks & Recreation Department is entitled to exercise its sole discretion in determining to deny the use of the facility to any group whose proposed activity is illegal or poses a significant threat of damage to the facility or to participants at the function. Any group that fails to establish responsible supervision for a proposed function will not be permitted.
- Violation of these rules or any laws or ordinances while using the facility will be grounds for cancellation of the remainder of your rental period without refund of rental fee. Forfeiture of your security deposit and any applicable cleaning fees, denial of future use of City facilities, or criminal charges may also result. Further, the City may take any other action that it deems necessary under the circumstances as a result of a violation of these rules or other laws and ordinances.

OLCC Information

- An OLCC Special Events License is required at all events where alcohol is available and you either require payment or purchase, or accept donations of money (including a tip jar), for;
 - Alcohol;
 - Entry or admission;
 - Any other product or service.

Please call **OLCC at 503-872-5198** to determine and/or confirm if you need an OLCC license. OLCC can take 10-30 days to process a license. The OLCC license must be visible in the area where alcoholic beverages are being served.

- In general, no OLCC Special Events License is required when:
 - Alcohol is available, but there is no payment or purchase required, and no donations of money (including a tip jar) are accepted for alcohol, for entry/admission, or for any other product or service.Private events that typically do not require an OLCC Special Events License are wedding receptions, anniversary celebrations, birthday parties, bar mitzvahs, etc. Please confirm the requirements for your event with **OLCC by calling 503-872-5198**.