

HPL Alcohol Use Policy

for all room rentals at the Brookwood Library and Shute Park Library

Alcoholic beverages may be served in the Library facilities at private meetings or events but only when the Library is not open to the public and only with the approval of an Alcohol Use Application (see below) and a Certificate of Insurance. Insurance may be obtained through the [TULIP service](#). All renters who want to serve alcohol at events must call OLCC at 503-872-5070 to determine whether they will need an OLCC Special Event License. **All service and consumption must meet OLCC requirements.** Users must comply with all rules stated in the Library policies and in the Alcohol Use Policy.

Alcoholic beverages may be only with proper review and approval. The following conditions apply:

- If you are serving alcohol and attendance is more than 50 people, a licensed OLCC server is required. If attendance is fewer than 50 people, then no licensed server is required.
- All users 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. User shall provide the Certificate of Insurance and additional insured policy endorsement to the City of Hillsboro prior to commencement of this agreement. Insurance should be endorsed to name the City of Hillsboro 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.
- The service of alcoholic beverages is restricted to the inside of the rented meeting room. 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 Hillsboro Public Library 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

Library meeting room rules prohibit charging admission to meetings, charging for any goods or services in meetings or accepting donations at meetings. Due to those restrictions, it is unlikely your event will require an OLCC Special Events License. You should call OLCC at 503-872-5070 to learn your responsibilities as a provider of alcohol and the requirements for a licensed server.

Please call OLCC at 503-872-5070 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 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 503-872-5070.

HPL Alcohol Use Application



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Name of organization or individual: _____

Name of applicant: _____

Home Phone: _____ Work: _____ Cell: _____

Address: _____
Street City State Zip

Driver License State and Number: _____ Date of Birth: _____

Name of person serving alcohol: _____

Home Phone: _____ Work: _____ Cell: _____

Address: _____
Street City State Zip

Driver License State and Number: _____ Date of Birth: _____

Type of Event: _____

Date of Use: _____ Maximum Attendance: _____ Minors attending? Yes _____ No _____

What alcohol will be served? Beer: _____ Wine: _____ Mixed Drinks: _____

How will alcohol be served? Bottles or Cans: _____ Kegs: _____ Mixed Drinks: _____

Have you read and do you understand the Alcohol Use Policy? Yes _____ No _____

The applicant and the applicant's group, shall indemnify, defend and hold City, its elected and appointed officials, agents, employees and volunteers harmless from all liabilities, claims, judgments, demands and costs arising out of or resulting from applicant's, applicant's group or their invitees' use of Hillsboro Public Library facilities and adherence to all rules included in the Alcohol Use Policy.

I have read and agree to abide by the regulations established for use of Hillsboro Public Library facilities. I agree to be solely and completely responsible for the condition of the facility and to leave the building, equipment and grounds used in neat and clean condition, without damage. I agree to promptly reimburse the City for all damages.

Applicant Signature: _____ Date: _____

For office use only:

Approval is Granted: _____ Denied: _____ for _____

OLCC Special Events License received: Yes / No / N/A: _____ Date: _____ Staff Init: _____

OLCC Servers Permit received: Yes / No / N/A: _____ Date: _____ Staff Init: _____

Certificate of Insurance received: Yes / No / N/A: _____ Date: _____ Staff Init: _____