



Policy for Issuing Alcohol Beverage Permits to Third-Party Rentals

Users of Millbrook Marsh Nature Center (MMNC) may request to have alcohol at their event while renting MMNC's facilities. At this time, the use of alcohol at the Millbrook Marsh Nature Center is limited to beer, champagne, and wine only, and users must complete and abide by the permitting process to include:

- \$100 Alcohol Permit Fee (per event),
- \$200 Security Deposit (refundable pending any damage deductions),
- Completion of a credit card authorization form to be used should damages exceed the \$200 deposit,
- A Certificate of Liability Insurance submitted to the MMNC Staff Assistant as least 10 days prior to the event that (1) provides coverage of at least \$1 million to include host liquor liability and that (2) includes the Centre Region Parks and Recreation Authority and the Pennsylvania State University as additional insureds,
- All other applicable event permit fees,
- And the signed policy form that acknowledges all permit conditions.

Permit Conditions

1. Alcohol Permits for third-party rentals are valid for inside the Spring Creek Education Building and Barn facility; alcohol outdoors, in the pavilion, or any other facility is prohibited.
2. Alcohol Permits are available only for private rental events such as weddings, reunions, art shows, or similar.
3. Reservation requests involving an Alcohol Permit must be made at least 60 days prior to the proposed event date and are based on availability and appropriateness due to other activities already scheduled.
4. The individual signing the permit application and providing the permit fee, the security deposit, and the credit card authorization must be at least 21 years of age and be on-site during the entire event.
5. No person less than 21 years of age may consume, possess or distribute alcoholic beverages. Applicant is responsible for verifying the age of all persons to whom alcoholic beverages are served and/or consumed during the event.
6. All applicable PA Liquor Control Board regulations apply, including any "Bring Your Own Beverage" requests.
7. In the case of a caterer/bartender providing and serving alcohol, the caterer's PA Liquor Control Board Catering Permit/ABC Operator's License/RAMP Certification as well as their Certificate of Insurance noting limits and type of coverage must be provided to MMNC at least 10 days prior to the event, and the Certificate of Liability must also list the Centre Region Parks & Recreation Authority and The Pennsylvania State University as Additional Insureds for the duration of the event. The caterer's liability insurance **must be a minimum of \$1,000,000 coverage**, and the caterer's staff must check photo-identification cards to verify the age of each person consuming alcohol.

8. In the case of "Bring Your Own Beverage" where the Applicant is purchasing and providing the alcohol, the Applicant must provide liability insurance **with a minimum of \$1,000,000 coverage** to include host liquor liability to MMNC at least 10 days prior to the event. The Certificate of Insurance must note limits and type of coverage, and also list the Centre Region Parks & Recreation Authority and The Pennsylvania State University as Additional Insureds for the duration of the event. Photo-identification cards to verify the age of each person consuming alcohol must be checked by the person(s) serving the alcohol. If a bartending service is serving but not providing the alcohol, they must submit their RAMP certification and certificate of liability of at least \$1,000,000 listing Centre Region Parks & Recreation Authority and The Pennsylvania State University as Additional Insureds.

9. Millbrook Marsh Nature Center will remain open during these third-party rentals when appropriate. Therefore, guests must remain within rental areas outlined in the rental agreement, in control, and must not be disruptive in a way that impacts the facility's guests, program participants, neighbors, or anyone in or near the center. MMNC may limit third-party rental days/times based on activities already scheduled at the facility.

10. Third-party rental requests must meet MMNC's occupancy limits and parking lot capacity as additional parking is not available; renter may secure off-site parking and utilize a shuttle service if appropriate.

11. Capacity limits are recommended to 150 people maximum when using both the Education Building and the Barn.

12. All trash, decorations, cans, and recyclables must be discarded properly in the appropriate waste or recycling containers.

13. MMNC Staff may conduct a pre- and post-event "walk-through" with the applicant to inspect facility conditions prior to the refund of the security deposit. The post-event "walk-through" will be prescheduled at the time of rental to ensure that the grounds are checked post-event and so that the return of the security deposit can be handled expeditiously if there are no issues resulting from the rental.

14. MMNC Staff may also monitor events where alcohol is being served to ensure compliance with this policy; in the future, MMNC authorized and trained volunteers may be used in this capacity once they have completed a thorough and formal MMNC Docent Training Program.

15. Any damage expenses above and beyond the collected security deposit will be charged using the credit card authorization form. These items will be determined via the post-event "walk-through" noted above.

16. Alcohol permit is limited to six (6) hours.

17. All conditions specified on the permits must be followed.

Indemnification/Hold Harmless Agreement: Applicant shall defend, indemnify and hold harmless Millbrook Marsh Nature Center (MMNC), the Millbrook Marsh Nature Center (MMNC) Advisory Committee, the Council of Governments (COG), the Centre Region Parks & Recreation Authority (CRPRA), and The Pennsylvania State University and their officers, officials, employees, and volunteers from and against any and all claims, suits, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the use of Premises from any activity, work or rental done,



permitted, or suffered by use in or about the Premises except only such injury or damages shall have been occasioned by the sole negligence of the Authority.

I hereby understand and comply with the above stated Alcohol Permit Policy and agree to Hold Harmless COG/CRPRA.

Applicant Signature

Date

Print Name

CRPR/MMNC Staff Signature

Date

