Essex Art Association Gallery Alcohol Service Policy

1. Purpose

The purpose of this Policy is to promote the safe, lawful, and responsible service and consumption of alcoholic beverages at events sponsored, hosted, or held on the premises of EAA Gallery ("Gallery"), while reducing risks to guests, volunteers, staff, artists, and the organization.

2. Scope

This Policy applies to:

* Gallery-sponsored events
* Private rentals
* Fundraisers
* Exhibition openings and receptions
* Any event at which alcohol is served, distributed, sold, or consumed on Gallery premises

This Policy applies to all:

* Board members
* Employees
* Volunteers
* Contractors
* Renters and event hosts
* Vendors and caterers

3. Compliance with Law

All alcohol service and consumption shall comply with all applicable federal, state, and local laws, including the laws of the State of Connecticut.

Alcohol shall not be:

* Served to persons under age 21
* Served to visibly intoxicated persons
* Distributed in violation of licensing requirements

4. Approval Required

No alcohol may be served at any Gallery event without prior approval from Gallery management or the Board-designated representative.

Approval may be denied for any reason related to safety, insurance, legal compliance, or operational concerns.

5. Licensed Service Requirement

Unless specifically waived in writing by the Gallery, all alcohol service must be provided by a properly licensed and insured caterer, bartender, or beverage service provider.

The service provider must:

* Hold all required Connecticut permits or licenses
* Carry general liability and liquor liability insurance
* Provide a Certificate of Insurance ("COI") naming the Gallery as an additional insured

Self-service alcohol stations are prohibited unless specifically authorized in writing.

6. Insurance Requirements

For private rentals or outside events involving alcohol, the renter or event organizer must provide:

* General liability insurance with minimum limits of $1,000,000 per occurrence
* Liquor liability coverage where applicable
* A Certificate of Insurance naming the Gallery, its officers, directors, employees, and volunteers as additional insureds

Proof of insurance must be received no later than ten (10) days prior to the event.

7. Responsible Service Practices

The following practices are required at alcohol-related events:

* Valid photo identification shall be checked where appropriate
* Alcohol service shall end at least thirty (30) minutes before the scheduled end of the event
* Nonalcoholic beverages and food shall be available
* Intoxicated individuals shall not be served additional alcohol
* Volunteers shall not consume alcohol while acting in an official service capacity

The Gallery reserves the right to suspend or terminate alcohol service at any time.

8. Prohibited Activities

The following are prohibited:

* Service to minors
* Excessive consumption promotions
* Drinking games
* BYOB events without written approval
* Unlicensed alcohol sales
* Alcohol consumption outside approved event areas

9. Indemnification

Any renter, organizer, or outside party hosting an event involving alcohol agrees to indemnify, defend, and hold harmless the Gallery and its officers, directors, employees, and volunteers from any claims, liabilities, damages, losses, or expenses arising from alcohol-related activities.

10. Enforcement

Violation of this Policy may result in:

* Immediate termination of the event
* Removal from the premises
* Loss of rental privileges
* Financial responsibility for damages or legal claims

11. Board Adoption

This Policy shall become effective upon approval by the Board of Directors of EAA Gallery and may be amended by the Board from time to time.

Board Approval

Approved by the Board of Directors of EAA Gallery on: __July 15, 2026_____

Board President/Vice President: _Ellen Gaube. Ellen Gaube

Secretary: _Peggy Price_____