

1. **Soft drinks/Soda:** The soda dispenser is located in room 105 off the great hall. Soda is available for use by our parish ministries and organizations at no charge. Please notify the parish office at least two weeks prior for a major event to insure that an adequate supply is available. If the event is a fundraiser, the parish will consult with group leadership for appropriate billing of costs.
2. **Alcohol:** Any parish organization or ministry, as well as any authorized visiting or charitable group using our facilities, needs to submit a notification request to serve beer, wine, or liquor of any kind at their meeting/event/function from SMV Parish Office – namely business manager – who will get the necessary authorization from the pastor
 - a. If the services of the Men’s Club are desired, this request will be forwarded from the parish office to the Men’s Club for their consideration and availability. The Men’s Club enjoys offering their services to provide beer and wine for parish events or function of other parish ministries when they are able.
 - b. If the organization, group or ministry wishes to bring and serve their own beer, wine, liquor, we ask that they designate one individual who will be responsible for their supplies and make sure that no liquor is on the premises without supervision/security or left anywhere on the premises afterwards.
3. **License:** Any parish or charitable organization that wishes to sell any alcohol, the following needs to be obtained through the parish office business manager, 4 weeks prior to the event:
 - a. a liquor license from the State of Illinois
 - b. a liquor license from the Village of Indian Creek
 - c. Insurance from the Archdiocese of Chicago.
4. **Serving beer, wine & hard liquor:** After acquiring permission to serve alcohol, the following conditions must be met:
 - a. Absolutely no one under the age of 21 may be served liquor or be in the bar area.
 - b. If needed (see above), the appropriate liquor licenses are obtained.
 - c. If the Men’s Club is not serving, then the organization must purchase the liquor themselves and any arrangements for storing temporarily before the event will be worked out with the parish office – no sooner than 24 hours before an event.
 - d. Scheduling arrangements and appropriate permissions are in place.
 - e. Members of the organization are responsible for setup, serving and cleanup.
 - f. Cleanup requires removal from the premises of any leftover beer, wine or hard liquor. No alcoholic beverages may be stored after the event.
5. If the above conditions are not met, the parish reserves the right to not allow any alcohol at any future event by that organization or ministry.

Present this to Business Manager

I, _____, of _____
Name Organization

Have read the above St. Mary of Vernon Alcohol Policy & Procedures and agree to its terms.

Event Type and Date Signature of Organization Representative

Liquor to be served: _____ (e.g. Beer, wine, hard liquor)

Today’s Date Signature of pastor

Is license necessary? Yes No

Indian Creek License applied for _____ Received: _____
State of Illinois License applied for _____ Received: _____
Archdiocesan Insurance applied for _____ Received: _____