

HORRY-GEORGETOWN TECHNICAL COLLEGE

# PROCEDURE

Number: 4.1.11.1  
Related Policy: 4.1.11  
Title: Alcohol Use by External Groups  
Responsibility: President

Original Approval Date: 10-11-2001  
Last Cabinet Review: 01-26-2022  
Last Revision: 02-27-2019

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President

External groups or individual(s) renting or utilizing Horry-Georgetown Technical College facilities shall not sell any alcoholic beverages at function(s).

Beer and wine may be served and consumed only at approved designated functions, but not sold, and only after receiving advance written approval for such event(s) through the Office of the President.

Hard liquor and mixed drinks may not be offered, served, consumed or sold at approved designated functions.

The beer and wine served must only be distributed on a complimentary basis. Complimentary basis means: no alcoholic beverages can be sold; no raffle tickets may be sold towards the purchase of alcohol; no donations may be collected; no money may change hands in any manner for the purpose of purchasing or consuming of alcoholic beverages.

The representative of the external group will ensure that all alcohol service and consumption is in accordance with any pertinent state, county and municipal law(s), regulation(s), and ordinance (s). The external group sponsoring the function is responsible for monitoring the service and consumption of alcoholic beverages to ensure that neither an intoxicated person nor an under-aged person is served.

Beer and wine must be served by a certified/professional bartender; there will be no "open" bar. It is the responsibility of the representative of the external group to obtain and document the qualifications of the qualified bartender(s) needed.

The representative of the external group renting or utilizing College facilities for a function where alcohol will be served agrees to conform to the alcohol policy as stated above. In addition, the representative of the external group must agree via a written contract to indemnify and hold Horry-Georgetown Technical College harmless for any personal injury or property damage

which might occur as a result of the service or consumption of alcoholic beverages by any member or members of its group or those in attendance. The external group must provide written, certified, and notarized documentation of insurance coverage at a minimum amount of \$1,000,000 (one million dollars).

Events governed by this procedure require the submission and approval of an Horry-Georgetown Technical College Campus Event Registration/Approval Form for Service of Alcoholic Beverages. These approval forms are only available through the Office of the President. Events governed by this procedure require at least five (5) days prior written approval of the President.

For events at which the alcoholic beverage service is provided by a licensed vendor, the College sponsor must also submit a contract and license from the proposed vendor, along with the HGTC Event Registration/Approval Form referenced above.