

## **ALCOHOL PERMITS and INSURANCE REQUIREMENTS at EVENTS**

It has come to our attention that there is confusion when an event or gathering needs to have:

- the Idaho State Police Alcohol Beverage Control's permit,
- a Idaho Liquor Licensee/"traveling bar",
- diocesan insurance or
- no permit or insurance is needed.

This will break down the different scenarios and give the contact information to obtain the required permits.

### **BEER and WINE**

1. What is the difference if I have a party at my house or at the parish? Why do I need to get the permit for one but not the other?

A private, invitation only (only named people are invited, not an open invitation to a group, i.e. parish) event does NOT need a permit.

i.e. An invitation only group of youth ministers having a dinner with wine and/or beer does not need a permit.

An open invitation to an event that the church is hosting as either a fundraiser or as a celebration at the church facilities, park or public location. They need a non-profit permit. If you "serve it, sell it or dispense it" you have to have a permit.

i.e. A Valentine's day dinner for the church body where wine and/or beer will be served does need a permit.

An open invitation event or an event where those who are invited can invite others needs to have a permit.

i.e. The Catholic Educators' Conference would need the permit because those who are invited can invite others to attend.

2. Who do I need to contact to get the permit?

The application is on the Idaho State Police Alcohol Beverage Control website at <https://isp.idaho.gov/abc/>. The name of the application is "Beer and Wine Permit for Benevolent, Charitable and Public Purpose Event".

<https://isp.idaho.gov/abc/inc/documents/BeerandWinePermitwithInstructionsandReport.pdf>

Mail or bring it with your payment (personal check, organizational check, money order, cashier's check or cash, if paying in person) to 700 S. Stratford Dr., Ste. 115, Meridian, Idaho 83642. They have several notaries on staff so you can have that done at their office if you drop it off.

3. What are the timeframes for getting a permit and reporting after the event?

You must apply for the permit a minimum of two weeks before an event but can up to 6 months prior to the event.

The End of Event Report is due within 30 days after the event has ended. The End of Event Report is located on page 4 of the permit PDF.

### **HARD LIQUOR and SPIRITS**

Can we serve hard liquor/spirits? Is there a different permit?

In order to serve hard liquor/spirits at any church facility, park or public location an Idaho Liquor Licensee/"traveling bar" must be hired to cater the event. There is no permit for a group or individual to be able to do this.

### **GENERAL QUESTIONS**

My local contact said I don't need to get a permit even though this shows I do. Which is right?

The local agency cannot change the state law or waive the state requirement for this permit. Some local agencies are not giving out accurate information. That does not mean you will not be held accountable if you do not get the permit when you should have.

### **INSURANCE**

Which insurance do I need?

If you are a part of a national organization, i.e. Knights of Columbus, in addition to the Alcohol Beverage Control permit, you will need to provide the diocese with a certificate of insurance from your organization. Contact Cari Magette, Controller, [CMagette@RCDB.org](mailto:CMagette@RCDB.org), 208-350-7511 for more information.

If this is NOT a parish-sponsored group\*

i.e. a wedding reception held at the church facilities, park or public location—You will need the Alcohol Beverage Control permit only.

i.e. a fundraiser dinner where people purchase a drink or a drink is included in the price of admission—In addition to the Alcohol Beverage Control permit, you will need to fill out the Liquor Liability Insurance Form from the diocesan website’s finance forms page. <https://www.catholicidaho.org/152>

If you are a diocesan pastoral center group or parish-sponsored group\* you only need to get the Alcohol Beverage Control permit. You do not need any additional insurance.

\*From Catholic Mutual – The following questions would be asked to further determine if a group was parish sponsored and eligible for insurance coverage. If the answer is YES to all of these questions the group is “parish-sponsored”.

1. Did the parish have full control over the group or function?
2. Did any costs or fees associated with the function flow through parish accounts?
3. Was the function or group open to all parish members?
4. Was the purpose of the function or group to facilitate learning, raise revenue for the parish or provide a social service on behalf of the parish?
5. Was the teacher or leader of the group a parish volunteer or employee?

In general, a group, which does not meet the definition of an affiliated organization or is unable to answer the above five questions in the affirmative would not be parish sponsored. Accordingly, that group must sign the Facility Usage/Indemnity Agreement <https://www.catholicidaho.org/152> and supply the parish with the necessary insurance documentation.

For more information, please contact:

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