



## Saxony Hall's Alcohol Policy for Renters

Saxony Hall Requires the following:

**1. Documentation: All documentation will need to be submitted to Saxony Hall facility coordinator 30 days prior to your scheduled event.**

(a) You will need to acquire a copy of a host alcohol liability insurance for your event. This can be obtained through websites like <https://www.theeventhelper.com/> or your homeowners insurance, if they provide it. (This can range from \$50-150 depending on the event/website). It must be for one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) in the annual aggregate. We will need a copy of this insurance no less than 30 days before your event.

Our facility must be listed on the insurance as the following:

City of Fishers  
Parks & Recreation  
13362 Pennington Rd.  
Fishers, IN 46037

You will need to provide Saxony Hall with either a Temporary Beer & Wine Permit or a Catering Company's supplemental permit 30 days prior to your scheduled event.

(b) If you are serving **Beer & Wine ONLY**, you are required to:

Apply for the Temporary Beer & Wine permit through the Alcohol and Tobacco Commission. (Directions are on the application that you can find at <https://www.in.gov/atc/2409.htm>. The permit costs \$50 by money order or cashier's check, they will not accept a personal check). You will have to get the City of Fishers Police Chief or Assistant Chief to sign the application on the back before you send it in. You do not need the Mayor's signature:

Fishers Police Department  
Address: 4 Municipal Dr., Fishers, IN 46038  
Phone: (317) 595-3300

Once the form is signed and completed send it to the Alcohol & Tobacco Commission, they will review it and if approved, mail it back with a stamp of approval. Once you have received this approval you will need to submit to Saxony Hall no less than 10 business days before your event.



Alcohol may only be served by a fully licensed approved bar service and have all current documentation from the State (we will need a copy of all licenses). This bartender may have no connection to the party, meaning they may not be a guest or attendee of the event. They must stay at the bar area for the entire event and may not leave under any circumstances. The beer & wine may not be opened or touched by anyone other than the bartender. Any opened Beer & Wine will need to be disposed of before vacating the Saxony Hall property. The only alcohol you may take off the premises will be unopened and sealed.

(c) If you wish to serve **any kind of liquor**: You are required to follow the above guidelines as well as, hire a licensed caterer for your bar service, purchasing liquor through their service. Please remember that there is a **NO SHOT POLICY**.

## **2. Security**

Security personnel is required, and shall be provided by FP&R in conjunction with the Hamilton County Sheriff's Department. Security shall be on-site for the final three hours of all events with alcohol service. Security reserves the right to remove any intoxicated or disorderly patrons from the Facility. The Renter shall be responsible for the payment of security at a flat rate of \$150.00. Payment shall be in the form of a check separate from the overall Event balance, and shall be due no later than 10 business days prior to the Event.

## **3. Last Call**

For your event, everyone must be out of the facility by the end of your rental. Therefore, alcohol service will need to end 30 minutes prior to allow ample time for cleanup, but 1 hour to 30 minutes prior to the end of your rental is when an announcement for last call will need to be made. Once the bartender has finalized service, all unopened alcohol must be stored off Saxony Hall property or leave with hired bartender and may not be touched/opened under any circumstances.

**THE RENTERS' AND THEIR GUESTS FAILURE TO FULLY COMPLY WITH SAXONY HALL'S ALCOHOL POLICY CONSTITUTES A MATERIAL BREACH. THEREFORE; DISCHARGES ALL OBLIGATIONS ON THE PART OF FISHERS PARKS AND RECREATION AND RENTER FORFEITS ALL OR PARTIAL AMOUNTS OF RENTER'S DAMAGE DEPOSIT. SAXONY HALL STAFF RESERVES THE RIGHT TO REMOVE ANY PERSON THAT VIOLATES THE ABOVE WRITTEN ALCOHOL POLICY.**