

Guidelines For Events When Alcohol May Be Served

First, it is always better not to serve alcohol than to serve alcohol. Second, it is always better not to pay for alcohol or reimburse expenses for alcohol (e.g., at a dinner or while travelling) from public funds. If you determine, however, that you will have alcohol at an event, you should at a minimum adhere to the following recommendations:

- Do not serve hard liquor; limit to wine and beer only.
- No open bar. Provide maximum of two free drink tickets per person.
- Instruct all servers not to serve anyone who is under-age or who appears visibly intoxicated.
- Provide taxi vouchers or other means of transportation for anyone with a car who feels unable to drive.
- Schedule the event outside of business hours and keep attendance voluntary.
- Provide soft drinks and snacks as well.
- Designate certain supervisors to oversee the event and watch for employees who become noticeably intoxicated.
- Immediately follow up on any allegations of inappropriate conduct at the event; and
- Check with insurer to verify that there is no exclusion for injuries on premises that relate to alcohol consumption.