

FACILITY RENTAL

Alcohol Service Packet



Can I serve alcohol at my event?

Yes! Alcohol may only be served by an Illinois BASSET-certified bartender. This can be through a BASSET-certified caterer, a staffing company, or an individual who holds a current Illinois BASSET certification. If you plan to have alcohol of any kind at your event, you must submit a copy of the bartender's BASSET certification to us in advance. Our Facility Supervisor will also work with you to ensure your event meets all requirements of The Community House's liquor license.

You are welcome to purchase or provide the alcohol yourself from the licensed distributor or retailer of your choice. However, BYOB (Bring Your Own Beverage) events are not permitted. All alcohol must be dispensed by the approved BASSET-certified bartender(s) and may not be self-served by guests.

What do I need to do to have alcohol at my event?

- **Sign & Return** the Alcohol Agreement Form that will be provided to you with your application.
- **Pay** the \$100 alcohol permit fee that will be included in your event booking.
- **Submit** a Basset Certification **8 weeks** before your scheduled event date.
- Let us know what your bartender/cater will need from us during your event.

If you are hiring a bartending service, they may not know which bartender will be assigned to your event at the time you book. If that is the case, please have the owner or manager of the bartending service submit their current BASSET certification as a temporary placeholder until the assigned bartender has been confirmed.

Once your bartender(s) have been assigned, you must provide a copy of each bartender's Illinois BASSET certification. If you will have more than one bartender working your event, we require a BASSET certification for each individual bartender. All that all BASSET certifications must be current and valid (not expired) on the date of your event.

What is a Basset Certification?

It is a certification we require you to submit to us **8 weeks** before your event date so that we can file the alcohol permit for you with the village. Someone in your party who is willing to serve as a bartender, or a hired bartender must have this.

If you are interested in becoming basset certified, you can obtain an **On Premise Basset Certification** online at the link below:

<https://www.bassetcertification.org/>

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Alcohol Agreement Permit Conditions



Thank you for choosing The Community House for your event! As an event serving alcohol, **please read & sign below** as an understanding of the rules specifically pertaining to your reservation.

This agreement, and your basset certification(s) must be provided to us. A \$100 non-refundable permit processing fee will be included in your rental permit invoice.

Forms & fees must be submitted to The Community House at least 90 days in advance of your event.

- ✓ I attest my event will conform to all local and state regulations concerning the use of alcohol.
- ✓ I attest that no guests under age 21 will be served alcohol at my event.
- ✓ I agree no alcohol may be served after 10:00 pm & no alcohol may be consumed on TCH property after 11:00pm.
- ✓ I understand open alcohol containers may not be removed from the premises.
- ✓ I understand alcohol must be served by a certified bartender or BASSET trained bartender.
- ✓ I understand staff of The Community House will notify the Hinsdale Police Department if alcohol cut-off time is not obeyed or if guests' behavior is deemed inappropriate.
- ✓ As event host, I understand I assume responsibility for the actions of my guests, up to and including actions which may result in event cancellation. Event cancellations due to actions of guests will not be refunded.

All bartenders serving alcohol at your event—including those employed by a professional caterer, licensed staffing company, or working independently—must provide Community House with a copy of their current Illinois BASSET certification prior to the event.

- ✓ Bartenders are responsible for not over-serving guests.
- ✓ Bartenders are responsible for observing all local and state liquor laws.
- ✓ Bartenders are responsible for enforcing alcohol cut off time.
- ✓ Open bottles of wine and/or alcohol may not be pre-set on dining tables.

**Community House will complete the Village of Hinsdale Annual Special Event Compliance Report on behalf of your event. Events serving alcohol may also be required to provide a \$250 refundable security deposit. If applicable, this deposit will be returned following your event, provided all rental terms and alcohol service requirements have been met.*

Event Date(s): _____

Room Reserved: _____

Signature: _____

Date: _____

Printed Name: _____

By signing above, I agree and understand the specific rules listed above pertaining to my space rental at The Community House and agree to hold harmless The Community House, its directors, board of trustees, and agents from any and all claims for injury from any cause whatsoever arising out of or in any way connected with my space rental.

Office Use ONLY:

Event Supervisor Approval:

Date