

CITY OF SNOHOMISH CARNEGIE  
ALCOHOL USE POLICY

**Snohomish Carnegie**  
105 Cedar Avenue  
Snohomish, WA 98290

*Established as the Snohomish Carnegie Library in 1910,  
this property is registered with the Washington State and  
National Register of Historic Places.*

Will you be serving alcohol?	_____ Yes	_____ No
Will you be selling alcohol?	_____ Yes	_____ No
Are you a registered Non-profit organization?	_____ Yes	_____ No
Do you sell, distribute, or manufacture Alcohol?	_____ Yes	_____ No
Will the event be open to the public?	_____ Yes	_____ No

- I am aware that to serve alcohol at rental events I must have a Washington State Banquet permit or Special Occasion License, and have it prominently displayed in the facility.
- I am aware that I will be required to obtain special event insurance if serving alcohol at the rental event.
- If a caterer is used to sell and/or serve alcohol, the caterer or user must secure Liquor Liability insurance, include the City of Snohomish as an additional insured, and provide proof of coverage.
- I am aware failure to fully disclose all information or providing false information will result in the forfeiture of all fees and cancellation of event.
- I am aware violation of any of the conditions of the Facility Use Agreement or state liquor laws or regulation is violated, the City may immediately terminate the event and may request that local law enforcement respond.

**Appropriate License:**

The event must secure a Banquet Permit or Special Occasion License (as appropriate for the event) from the Washington State Liquor and Cannabis Board at least 15 days prior to the date of use. The user is solely responsible for strictly complying with all requirements of such permits and all federal, state and local laws, rules, regulations, health codes, and ordinances applicable to the service of alcohol at the facility. The reservation holder is solely responsible for ensuring that only persons who are of legal age are permitted to consume alcohol at the facility. The City of Snohomish is not responsible for the supervision or monitoring of the event taking place at the facility and any City employee on site is solely present as a facility monitor. However, if a city employee observes any of the conditions of the Facility Use Agreement or state liquor laws or regulation being violated, the City may immediately terminate the event and may request that local law enforcement respond.

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**Additional Insurance Requirements:**

The reservation holder shall additionally procure and maintain, for the duration of the use or rental period, Host Liquor Liability insurance and/or Liquor Liability insurance (as appropriate for the event), in the amount of \$1,000,000 each occurrence. The city is to be named as an additional insured on the Host/Liquor Liability insurance policy(s) using the same additional insured language identified in the Facility Use Agreement. Host Liquor Liability coverage may be substituted when alcohol is consumed and not sold at the facility.

I have read and understand the Alcohol Use Policy and have accepted responsibility for the terms listed. For and in consideration of, permission being granted by the City of Snohomish for the use of the facility, I agree to be bound by all terms and to comply with all applicable rules, regulations and directions or instructions of City employees. I understand that the City employee present has the right to immediately terminate the event if the City employee determines that a situation is unsafe or presents a risk of harm to the facility. Further, if I sign on behalf of an entity, I affirm that I am authorized to bind that organization or entity.

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Signature: \_\_\_\_\_