

Memorandum

To: Tenants of Fourth & Madison
From: Hines Property Management Office, Fourth & Madison
Date: July 14, 2017
Re.: Alcohol Policy on 7th Floor Patio of Fourth & Madison

The 7th Floor Patio of Fourth & Madison is private property operating as a public space, per the original charter of the building. As such, Fourth & Madison adheres to the rules and regulations issued by the City of Seattle Parks and Recreation. Per park regulations, the Patio is free for public use as unrestricted space from 7:30am to 5:30pm, Monday through Friday.

Alcohol use on the 7th Floor Patio is prohibited without the proper documentation and permission from Seattle Parks and Recreation. Please reference "Guidelines for Serving Alcohol at Seattle City Parks," attached, for the policy and requirements for serving alcohol on the Patio.

At the time of initiating a request for permission to serve alcohol from Seattle Parks and Recreation, please contact the Hines Property Management Office to inform us of the possible event and to begin initial scheduling. You may contact our office at (206) 262-4100 or via e-mail at 4M.PMO@hines.com.

Thank you,



Dan Feeney
Property Manager

Hines Property Management
Fourth & Madison
925 Fourth Avenue, Suite 400
Seattle, WA 98104
P 206.262.4100
F 206.464.1511

Hines

Guidelines for Serving Alcohol at Seattle Parks

ALCOHOL POLICY & REQUIREMENTS

The Park Code prohibits liquor in our parks and facilities unless you have received permission to serve it. The State Liquor Act and Criminal Code covers all of our facilities regarding alcohol consumption. This statute allows alcohol to be served under certain circumstances with the permission of Seattle Parks and Recreation. If you are requesting permission to serve liquor at your event, the following conditions must be met:

- The event must be indoors, except for a limited number of special approved facilities.
- You must request approval to serve alcoholic beverages at the time the facility is booked.
- Unless you represent a non-profit corporation, there may not be any direct or indirect charge for alcoholic beverages and you must first obtain a Banquet Permit from a Washington State liquor store or the Liquor Control Board.
- You are required to purchase liability insurance that meets the insurance requirements specified below.
- You must pay a \$75 fee plus a \$500 (total) deposit for alcohol (\$250) and damage/cleaning (\$250).
- You may NOT serve alcohol during regular operating hours.
- You must ensure that alcohol is NOT consumed by minors (age 20 and under).
- You must post your Banquet Permit or Special Occasion License during your event and adhere to all its conditions.
- Two people from your group must monitor the group to make sure the alcohol remains indoors and a sign must be posted saying “NO ALCOHOL BEYOND THIS POINT.” In addition, you should follow any alcohol risk management guidelines specified by your insurer to ensure that overservice does not occur.

Having a party or reception where you serve alcohol at a public facility demands responsibilities and permits that must be documented to fulfill legal and liability requirements. Please allow at least 2 weeks for completion of required documents. Without a certificate of insurance and a liquor license, alcohol cannot be served at the facility.

Approval Process: At the time the facility is booked, send a letter of request to the Division Director, through the facility you are renting, explaining the nature of your event and the circumstances under which alcohol will be served. This letter and the certificate of insurance must be submitted at least 3 days prior to your event so that approval from the Division Director can be obtained. When approval has been granted, you can take your paperwork to a liquor store to purchase the Banquet Permit or Special Occasion License.

Below is a summary of the requirements to serve alcohol in a public facility:

Requirement	Purchased From	Fee
1. Banquet Permit – required if alcoholic beverages are being served (there may not be any direct or indirect charge).	Liquor Store or Liquor Control Board (360)664-1600	\$10.00
2. Alcohol permit fee	Seattle Parks/City of Seattle	\$75.00
3. Refundable deposit specifically related to the serving of alcohol (this is in addition to the refundable damage/cleaning deposit of \$250)	Seattle Parks/City of Seattle	\$250.00
4. Liability insurance	See Insurance Options below.	Premium Varies

Guidelines and Restrictions for Special Occasion Licenses include but are not limited to:

1. Spirits must be purchased from a state liquor store or agency. Beer or wine may be purchased from a state liquor store or agency, a retailer, or a distributor.
2. Beer, wine or spirits may not be advertised or sold below cost.
3. Beer, wine or spirits may not be given as awards or gifts.

Insurance Requirements:

- BANQUET PERMIT: Premises Liability insurance with a limit of at least \$1,000,000 including “Host Liquor Liability” coverage. (Applies to alcoholic beverages *served at no charge*.)
- Either “Host Liquor Liability” and “Liquor Liability insurance” must include the City of Seattle as an additional insured for primary and non-contributory limits of liability. Duplicate certificates of liability insurance should be issued to both the Parks facility being rented and to:

The City of Seattle, Risk Management Division
P.O. Box 94669
Seattle, WA 98124-4669
Email to riskmanagement@seattle.gov or fax to (206) 470-1270

- **NOTE: AN ACTUAL COPY OF THE BLANKET ADDITIONAL INSURED POLICY LANGUAGE OR ENDORSEMENT MUST BE ATTACHED TO THE CERTIFICATE OF LIABILITY INSURANCE.**

Options for Obtaining Insurance

1. If you have existing personal homeowner's or business insurance, provide a copy of this form to your insurance agent or broker, advise whether you require \$1,000,000 Host Liquor Liability or \$2,000,000 Liquor Liability and ask if they can provide certification of insurance as specified in the **Insurance Requirements** above.
2. If your homeowners or business insurance cannot cover the event, separate event insurance will have to be purchased. Listed below are some resources that have in the past provided this kind of insurance for groups or individuals:
 - Diversified Risk Insurance Brokers
Website: www.eventinsure.com
Telephone: (510) 547-3203
Email: specialevent@drib.com
 - Gales Creek Insurance, Portland Oregon
Website: <http://www.galescreek.com/>
Telephone: (503) 227-0491 ext. 34
 - Insure Events
Website: www.insureevents.com
Telephone: (310) 216-9152
 - Sprague Israel Giles
Email: spaine@sig-ins.com
Telephone: (206) 957-7036

Please make sure to begin the process of binding insurance at least 4 weeks prior to your event. All Event Holders must provide a copy of the Certificate of Insurance at least 2 weeks to the event date. Certificates should be sent to the facility you are renting.