

**Contract Addendum
Application to Sell Alcoholic Beverages
by Princess Foundation only**

If you wish to serve alcoholic beverages at your event the following procedures must be followed.

- The Princess Foundation will submit this request of permission from Roane State Community College to sell Alcohol at a specified event.
- The Princess Foundation must receive a special license to sell alcohol per each event. A special occasion license is valid for one twenty-four (24) hour period. The Princess foundation can apply for this license using [Tennessee Alcoholic Beverage Commission \(tn.gov\)](http://Tennessee Alcoholic Beverage Commission (tn.gov))
The temporary day license can be obtained from the Tennessee Alcoholic Beverage Commission (TABC) for direct drink ticket sales, if a client is “selling” tickets at a fee to event attendees and serving alcohol at the event. Please note, even if the intention of the tickets sold to event attendee is not to cover the cost of alcohol the TABC assumes that it does. Once approved and prior to the event the Permit number to sell will need to be communicated back to RSCC.
- The Princess Foundation must abide by the Requirements noted on [Liquor-By-the Drink - Special Occasion License \(tn.gov\)](http://Liquor-By-the Drink - Special Occasion License (tn.gov))
- Special occasion licensees shall be responsible for complying with all state statutes, rules and regulations related to the sale of alcoholic beverages such as the prohibition of sale to minors and visibly intoxicated persons.
- If Request is approved, the approved special occasion license should be submitted when payment is due.
- If you wish to serve only beer as defined by T.C.A. § 57-5-101, then you must produce a valid Beer Permit issued by the City of Harriman Beer Board permitting the sale of beer on the premises of the Princess Theater.
- You are responsible for complying with all state statutes, rules and regulations related to the sale of alcoholic beverages such as the prohibition of sale to minors and visibly intoxicated persons.
- The Alcohol Provider must arrive no less than one hour prior to the start of the event and must stay to the duration of the event. Bar service must conclude by 11:00 pm.
- Roane State Community College has a “no shot” policy wherein the consumption of shots of alcoholic beverages is prohibited.
- No drop offs are allowed. Alcohol may not be brought in or taken out of the facility.
- If having a silent auction, there must be a written request to auction gift baskets containing alcohol. You will need to have written consent by the President of RSCC before proceeding. The baskets shall not be sold to anyone under 21 years of age. No alcohol shall be consumed on the premises from the auction items. You must also comply with all state and local laws and regulations regarding the sale of alcohol.
- Alcohol is to be served only by the licensed service contracted for providing the alcohol for the event. No outside bartenders are allowed. Valid picture ID is required for service of alcohol to any guest.
- Roane State Community College reserves the right to refuse entry should any attendee arrive intoxicated or in possession of alcohol not purchased through the approved alcohol vendor.
- Roane State Community College reserves the right to close a bar if policies are violated.
- Roane State Community college does not hold a state liquor license.

I _____ understand the items noted above and will remain in compliance during the event on _____ . The Princess Foundation is requesting approval to sell alcoholic beverages for this specified event.

Requested by:

Print Name and Organization

Signature

Date

Approved by:

Dr. Chris Whaley, Roane State Community College

Print Name and Organization

Signature

Date