



## Guide to Alcohol and Events

There are events for which your school might want to serve (or otherwise include) alcohol. While this can seem like an easy add-on, please know this will add several important considerations to your event.

For schools who are part of the PCPO Group Insurance Program, it is important to note that there must be a fundraising component for any event where alcohol is available. Contact the PCPO Insurance Office for ideas and more information.

Both the Oregon Liquor Control Commission (OLCC) and Washington State Liquor and Cannabis Board (WSLCB) have strict rules governing who may sell alcohol, what may be sold, and where sales can take place. It is essential that you research what permits and licensing might be required for your event. These permits and licenses can sometimes take several weeks to obtain, so the sooner you can address them, the better for your event.

Examples of permits/licenses that may be required:

- Raffle Permits: Both OLCC and WSLCB require permits to raffle alcohol without a license to sell. Refer to your state authority for specific regulations. Be mindful of restrictions such as number of alcohol auctions/raffles that may be held in a year (OLCC), and a possible cap on yearly raffle profits (WSLCB) without further licensing.
- Licenses to Sell: Needed to provide alcohol for sale, or at an event that accepts donations or costs money to attend.  
See: Special Event (Temporary) License [OLCC] and Special Occasion License [WSLCB]. A sales license may be required of the venue, the alcohol service, and/or the school. Refer to your state agency for specific regulations.

Oregon Liquor Control Commission:

<https://www.oregon.gov/olcc/LIC/Pages/index.aspx>

Washington State Liquor and Cannabis Board

<https://lcb.wa.gov/licensing/licensing-services>

The inclusion of alcohol in any event increases the overall risk undertaken by the school. It is the responsibility of the school and of the event planners to ensure that the event adheres to all applicable laws and, for members of PCPO's Group Insurance Program, all PCPO alcohol awareness policies.

This document should not be taken as a guide to everything you need to know but rather to inform you of a few requirements to look out for.



## PCPO Insurance and Alcohol

PCPO's insurance program permits alcohol to be available only at events that include a fundraising component. There are no exceptions.

Specific rules are in place for events that include alcohol. Including, but not limited to:

- **All alcoholic beverages made available to participants at preschool events must be served by a caterer or other business that is licensed and insured to serve alcohol in the states of Oregon or Washington.** A person with only an OLCC service permit will not meet this requirement. Please contact PCPO if you have any question of whether your plans are consistent with this policy.
- **Schools holding events where a catering service is providing alcoholic beverage service must require the caterer to provide a certificate of insurance specifying liquor liability coverage from the caterer's insurance company that names both the school and Parent-Child Preschools Organization as **Additional Insureds for the event**.** These certificates are due to the PCPO insurance office no later than 2 weeks before the event, or if a certificate of insurance must be provided to the venue, 2 weeks before the venue's insurance deadline. The PCPO insurance office must have receipt of the caterer/bartender insurance certificate before we can issue a certificate on behalf of the school.
- Schools holding events where alcoholic beverages will be available to participants **must submit the Liability Coverage for Special Events form 6-8 weeks prior to the event date.** Event liability forms submitted later than this window are subject to special handling fees.

### **PCPO offers these strong recommendations for alcohol events:**

1. Promote designated drivers and rideshare services.
2. Call your state alcohol authority to confirm the current licensing of your alcohol providers and/or venue and check for recent or frequent infractions.
3. Prohibit your guests from bringing unauthorized alcohol to your event.
4. Include the statement "adults 21 and over only" on all event literature when alcohol is available.
5. Insist on verifying ID for your younger guests. It is a crime to supply alcohol to minors.
6. Terminate alcohol service 30 minutes or more before your event ends. Consider planning the activities to create a natural transition for removing alcohol service earlier in the schedule.
7. Designate one or more adults to remain alcohol-free to oversee the event and clean-up process.
8. Consider holding an afternoon event.

**It is never too early to reach out the PCPO Group Insurance Program to ask questions or troubleshoot your event. Please contact us in the early planning stages to ensure a smooth and successful event.**