



HEADWATERS CENTER  
ECOLOGY • EVENTS • EDUCATION

### Headwaters Center Alcohol Policy

1. The sale and service of all alcoholic beverages is regulated by the Colorado State Liquor Commission. Headwaters Center is responsible for administration of these regulations on our property.
2. At any event at which alcohol is served, notwithstanding the terms of the Facility Use Contract, the User (or if the User is an entity, the User's representative or contact person named in the Facility Use Contract as the person responsible for the event) must be a responsible adult age 25 years or older. In addition, supervision of the event must be provided by an adult age 25 years or older and such person must ensure that no one under the age of 21 years is served or is in possession of alcohol.
3. At any event at which alcohol is served, User may be required at Headwaters Center's sole discretion to provide liability insurance coverage. These insurance requirements may be greater than those for an event at which alcoholic beverages are not permitted. Headwaters Center may decline or prohibit the service of alcohol or terminate the Contract for cause if evidence of proper insurance as required by Headwaters Center is not provided to Headwaters Center in a timely manner or if the insurance is not acceptable to Headwaters Center, in its sole discretion.
4. Alcoholic beverages shall not be served prior to 8:00 a.m. and **service of alcoholic beverages shall cease no later than thirty (30) minutes prior to the end of the use period.** The User and guests may consume alcohol for a maximum of six (6) hours. Violation of this regulation shall result in immediate termination of the Facility Use Contract and the event, and Headwaters Center will retain the security deposit and all fees paid.
5. If alcohol will be served at an event, a certified and insured bartender supplied by Headwaters Center must be present while distributing any alcohol on the property. Only such bartender will be authorized to serve alcohol. Guests are not permitted to serve themselves alcohol. Headwaters Center cannot sell alcohol to a caterer, only to guests for consumption on site, and it will be sold by the drink.

No alcoholic beverages may be brought on-site by the User or any of the User's guests while attending an event on Headwaters Center property. Any alcohol brought on-site by event guests is subject to confiscation, and any person doing so may be asked to leave.

For larger events, or events required to do so at the discretion of Headwaters Center staff, an off-duty police officer (estimated at \$55 per hour, per officer) will be supplied by Headwaters Center staff but paid for by User and will be present when alcohol is distributed/consumed, either for the entire event or for the latter portion, depending on the judgment of Headwaters Center staff.

6. User shall be responsible for the actions of all event attendees (including abiding by liquor statutes), as well as any situations involving property damage caused, or incidents arising from persons under the influence of alcohol.

7. Alcohol may not be consumed outside of the Headwaters Center property. It may only be consumed on Headwaters Center property if User is specifically authorized in writing by Headwaters Center. If authorized, it must be consumed in compliance with the applicable permit and law. **In addition, alcohol may be consumed only in the space you have rented.**

Alcoholic beverages are prohibited outside of the Reception Hall, Outdoor Event Venue and Terrace use space unless specifically authorized in writing by Headwaters Center.

8. Lewd conduct, guests wandering throughout the building, inadequate clean-up, significant spills, and violations of Headwaters Center rules, regulations, policies and procedures may result in loss of part or all of the security deposit, in addition to any other remedies Headwaters Center may have.

9. At no time may alcohol be served to or in the possession of minors, and alcohol may not be served at events that are designed for persons under 21 years of age.

10. No alcohol containers may be opened on site and no alcohol may be consumed prior to the designated starting time of the event or during set-up for or clean-up of the event.

11. No containers of alcohol may be removed from the Headwaters Center property for any reason. All containers containing alcohol are the property of Headwaters Center and, by law, shall be left at the Headwaters Center property at the end of the event.