

FOOD AND BEVERAGE POLICY

- Events with more than 10 people that plan to serve a meal must use an approved caterer from the provided list, and be stated on the Room Usage Agreement.
- Dry snack foods and non-alcoholic beverages are permitted in community spaces.
- Use of the kitchen and its contents is off-limits to visitors, and are for the sole use of the Rocky Mountain PBS staff and occupants of the Tim Gill Center of Public Media.
- You must arrange delivery, pickup and billing directly with the caterer.
- If alcoholic beverages are to be served, please review and follow the below alcohol policy, along with all state and federal laws.

Approved Caterers:



Summit Catering
(719) 229-6466
www.summitcatering.net



Picnic Basket Catering
(719) 635-0200
www.pbcatering.com

*Know a caterer who should be added to this list?
Have them contact us at the Tim Gill Center for more information on how they can become an approved caterer.*



ALCOHOL POLICY

- All use of alcohol must abide by Colorado Springs, state, and federal laws.
- Persons must be at least 21 years of age to purchase, possess, and consume alcoholic beverages.
- A person between the ages of 18 and 20 years of age may dispense alcoholic beverages when said person is under direct supervision of a person who is 21 years or older. No person under the age of 18 may sell, serve or distribute alcoholic beverages.
- Alcoholic beverages at the Tim Gill Center for Public Media are restricted to wine and canned or bottled beer.
- Alcohol may only be served and consumed within the confines of a reserved indoor meeting room. Consumption of alcoholic beverages cannot take place in the lobby, parking lot, or restroom areas.
- Food items must be available during all hours of alcohol service, but prepared meals need not be served.
- Donated alcohol may not be resold by the drink.

Permits

- All organizations must obtain a special event permit from the Colorado Department of Revenue, Liquor Enforcement Division to serve alcohol if:
 - A donation or fee is required to attend the event.
 - A donation or fee is required to drink at the event (this includes “suggested donations” per drink).
 - The event is advertised to the public.
- Completed applications with the applicable State and City fees must be submitted to the City Clerk’s Office only (do not send to the State). The office is located at 30 S. Nevada Avenue, Suite 101, Colorado Springs, CO 80903.
- Organizations do *not* need to obtain a special event permit if the event is by invitation only, not advertised to the public, and does not require any fee to enter or drink at the event.

If you are unsure whether your event may need a permit, please feel free to contact the Colorado Springs Enforcement Office at (719) 385-5112 for more information.

I have read, understand and agree to the terms of this agreement. I agree not to hold the Tim Gill Center for Public Media or Rocky Mountain PBS liable in the case of any incidents.

*Authorized Signature

*Date

*Organization

*Date of Event