

VELOCITY

6633 18 Mile Road, Sterling Heights, MI 48314

www.velocitymacomb.net

ALCOHOLIC BEVERAGE POLICY, APPLICATION & AGREEMENT

The Sterling Heights Local Development Financing Authority (“LDFA”) allows tenants, partners, and community members to use the Atrium, the Innovation Lab, and other meeting rooms and facilities at VELOCITY located in Sterling Heights at 6633 18 Mile Road in accordance with adopted Meeting Room Policies and Procedures. Such users may from time to time wish to host or participate in activities or events where alcoholic beverages (beer, wine, and/or spirits) are served. This policy is intended to provide the necessary guidelines regarding the use and serving of alcoholic beverages at VELOCITY.

If a user of VELOCITY (other than the LDFA or the City) wishes to offer or furnish alcoholic beverages at an event to be held at VELOCITY, such user must first complete and submit an **Alcoholic Beverage Application** to VELOCITY for approval. The applicable approval procedure depends upon whether or not the user is charging a fee or requiring a donation to attend an event, or a fee to cover or defray the cost of any food, beverage, equipment, or other service provided at the event.

Procedure Where User Charges a Fee or Accepts a Donation for Attendance or Collects Money for Food, Beverages, or Other Services Provided at Event

If the user charges a fee or requires a donation from an individual, company, or organization to attend an event held at VELOCITY at which alcoholic beverages will be served, or imposes a fee or requires a donation to cover or defray the cost of any food, beverage, equipment, or other service provided at the event, the user must arrange to have the appropriate organization (i.e. church, school, or other legitimate non-profit organization) apply for and secure a special license from the Michigan Liquor Control Commission (“MLCC”). This license is for the sale of beer and wine only or for beer, wine and spirits for consumption on the premises if the user intends to serve alcoholic beverages. If approved, the non-profit organization must purchase all of the alcoholic beverages from a MLCC licensee, and all profits must be distributed to the non-profit organization. This special license is required even if the person, company, or organization hosting the activity or event does not intend to charge a separate charge or donation for an alcoholic beverage. The special license application form is available online at the MLCC website. There are very specific MLCC requirements for issuance of special non-profit organization licenses, and processing by the MLCC takes *at least 10 business days*.

A copy of the special license obtained by the organization for the benefit of the user shall be furnished to VELOCITY.

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Procedure Where User Imposes No Fee and Does Not Accept a Donation for Attendance or for Food, Beverages, or Other Services at Event

If the user does not charge any fee or accept any donation from an individual, company, or organization to attend an activity or event held at VELOCITY at which alcoholic beverages will be served, or a fee to cover or defray the cost of any food, beverage, equipment, or other service provided at the activity or event, the user will not be required to have a special permit or license from the MLCC to be able to serve alcoholic beverages at the activity or event. The user must still complete and submit an **Alcoholic Beverage Application** to VELOCITY for approval.

Responsibility for Serving Alcoholic Beverages

The user and/or licensed organization hosting the event and/or serving the alcoholic beverages shall be jointly responsible for compliance with all laws of the State of Michigan and rules of the MLCC relating to the sale, furnishing, and consumption of alcoholic beverages. The user and the organization receiving the special license, if any, shall be jointly responsible for ensuring that all those who will be selling, furnishing, or serving alcoholic beverages are familiar with and will follow Michigan's liquor laws and rules of the MLCC relating to the sale, furnishing, and consumption of alcoholic beverages at VELOCITY, including but not limited to those regulating the sale or furnishing of alcoholic beverages to minors or to visibly intoxicated persons. All costs of securing a MLCC license for use at VELOCITY shall be borne by the applicant/user.

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ALCOHOLIC BEVERAGE APPLICATION

Is your Organization / Group a non-profit / 501(c)(3)? _____

Will your group or organization be serving or offering alcoholic beverages? : _____

If yes, please describe types & sizes of servings offered: _____

Who will do the serving? : _____

How will you limit serving alcohol to persons 21 year of age and older?: _____

Do attendees pay a fee to participate in the meeting / event? : _____

Is there a cover charge? _____ Per Drink Charge? _____

If yes, then general liability and liquor liability insurance is required with minimum liability limits of \$500,000. The City of Sterling Heights Local Development Financing Authority must be listed as an additional insured on the general liability and liquor liability insurance policies. Please list as follows:

General Liability Carrier and Limits: _____

Liquor Liability Carrier and Limits: _____

The company, organization, or person hosting an event ("Host") at VELOCITY shall comply with all applicable federal, state, and local laws, rules, regulations, and policies ("Regulations") applicable to use of the facility, including but not limited to any such Regulations pertaining to liquor liability at any event at which alcoholic beverages are served or sold by or on behalf of the Host. The Host shall be responsible for the acts or omissions of its guests, invitees, attendees, employees, agents, or any other persons who are at VELOCITY with the express or implied permission of the Host, including all damages caused by any of them.

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The Host shall indemnify and hold harmless the City of Sterling Heights Local Development Financing Authority, the City of Sterling Heights, VELOCITY, the Macomb-OU Incubator, Inc., Oakland University, their elected and appointed officials, members, trustees, officers, employees and agents against any and all claims, demands, causes of action, damages, costs (including reasonable attorney fees and defense costs) and liabilities in law or in equity, directly or indirectly resulting from or caused by the Host's use and occupancy of VELOCITY, or from any act or omission of its guests, invitees, attendees, employees, agents, or any other persons who are in the VELOCITY with the express or implied permission of the Host.

Host / Organization / Company Name: _____

Address: _____

Authorized Representative (print): _____

Signature: _____

Title (print): _____

Phone: _____

Witness: _____

Date: _____

For LDFA Use

Liquor License Required: Yes: _____ No: _____

Liquor License Reviewed & Approved: Yes: _____ N/A: _____

General Liability Insurance: Waived _____ Approved _____ Declined _____

Liquor Liability Insurance: Waived _____ Approved _____ Declined _____

Approvals: _____ LDFA Liaison
_____ Risk Manager
_____ Other: _____