

Bar Open:

Bar Close:

**** 2 drink max per person per trip****

Diamond Bar Center Alcohol Service Policy

Diamond Bar Center staff maintains control over alcohol service. The user's failure to comply, monitor and enforce these provisions is grounds for terminating the activity immediately and forfeiture of the refundable deposits and all of the room fees.

- o Diamond Bar Center staff and the City approved security firm have final authority over any security brought in by other parties.

Alcohol may be served for a maximum of five (5) consecutive hours and must end 1 hour prior to the end of an event.

Security must be present from 30 minutes prior to the beginning of alcohol service until the end of clean up.

Events with 200 or more guests that serve alcohol are required to have a minimum of two security guards. We require a 1:1 ratio of security to number of bars.

Alcohol must be served from behind a table or a bar, by somebody over the age of 21 who is a member of the catering staff or a hired bartender. He/she will be responsible for: serving properly (1 ounce pours and a maximum of 2 drinks per person per trip), checking IDs, not serving minors, remaining behind the bar/table during all alcohol service times and are not allowed to consume alcohol.

Bartenders must provide a copy of their Driver's License

Alcohol **shall not** be served to minors. It is the responsibility of the bartenders to check IDs.

Alcohol may be dropped off the morning of the event, pending availability. Any alcohol dropped off before the event must fit in the kitchen facilities (refrigerator or closet) or it may not be left onsite.

Alcohol must remain locked in kitchen facilities until security arrives. Alcohol service may not begin until the approved security officer(s) arrive(s) at the Center.

At the end of bar service, all alcohol must be returned to the kitchen and locked up until the responsible party taking the alcohol is ready to vacate the premise. Alcohol may not be returned to any vehicle and left in the parking lot during the event.

Additional security may be required at staff discretion.

Alcohol **may not** be consumed in the parking lots.

Champagne bottles must be opened in the kitchen, hand poured to those over 21 years of age and remaining open bottles must be returned to the kitchen or behind the bar.

Sale of alcohol at private parties, including but not limited to weddings, anniversaries, birthdays, Quinceaneras, etc., must be arranged through a caterer with a valid type 47 or 48 license obtained from the California Department of Alcoholic Beverage Control. No exceptions.

Please review this with your potential bartender prior to contracting their services. They must agree to all policies in order to serve alcohol at the Diamond Bar Center.