

CATHEDRAL CHURCH OF SAINT LUKE
143 STATE STREET, PORTLAND, MAINE 04101
207-772-5434

GUIDELINES FOR ALCOHOL USE

(REVISED 4/15/2008)

We believe that alcohol consumption is a personal decision, but, if consumed, should be done responsibly. At the same time, we recognize that a significant number in our congregation struggle with addiction. We also strive to respect the many people who come to the Cathedral for AA or other 12-step groups. Therefore, we do not encourage the use of alcohol, but on occasions in which it is used at functions, our aim is to illustrate that it is possible for responsible alcohol use and abstinence to co-exist. When Jesus turned water into wine at the wedding at Cana in John 2:1-11, he did this to reveal his glory to the disciples. Cathedral group functions endeavor to reflect the glory and love of God. The spirit underlying these guidelines, therefore, is one that seeks to focus on gathering people together in fellowship. We hope that groups outside the Cathedral share in this spirit of hospitality.

These guidelines apply to all Cathedral groups meeting and events held at the Cathedral and away from Cathedral property as well as groups who use Cathedral space for their events—receptions, civic group meetings, concerts, etc. Please adhere to the following guidelines:

PROMOTION

1. The offering of alcohol may not be advertised or promoted in Cathedral communications, and will not be the primary purpose of the event.
2. No alcohol may be served at a function which is sponsored in whole or in part by a Youth Group.
3. Because the Cathedral opens its doors to 12-step groups, it asks that you take responsibility in learning if any groups are meeting during your event. If so, please notify them well in advance of your event that you will be serving alcohol. You may contact the Parish Office for such information.

PURCHASING, SERVING, AND STORING

4. Only still and sparkling wines may be served on Cathedral property.
5. If a permit is required, alcohol should be served from a single location. (See item 14 for more information about permits.)
6. The group or adult responsible for the event shall provide the alcohol and maintain appropriate control over serving it to guests.
7. Youth (21 and under) are restricted from serving alcohol. All applicable federal, state, and local laws and ordinances, including those governing the serving of

alcoholic beverages to those under 21, must be observed. Those under 21 may, however, may be present at functions where wine is served.

8. Alcohol should always be served with food. Be sure to label any food which contains alcohol.
9. Non-alcoholic alternatives should be offered and be equally available and accessible. These alternatives must be served with equal dignity and hospitality and in the same drinking containers as alcohol, such as wine glasses.
10. It is the responsibility of the group or adult responsible to insure the safety for any persons who might become intoxicated.
11. All opened bottles must be removed immediately from the premises at the conclusion of the function and unopened bottles must be properly stored and locked or removed from Cathedral property.

APPLICATIONS

12. Groups and individuals outside the Cathedral need to submit a request for permission to serve alcohol. The person or group responsible for the event must complete the "Application for Alcohol" form and any other forms or State of Maine permits required. All applications will be considered by the Dean, Wardens or other official representative.
13. **It is vitally important to note that if a Cathedral group or a group outside the Cathedral charges admission for an event at which alcohol is served (even if they are not selling the alcohol), they must obtain a temporary liquor permit from the State of Maine.**

STATE PERMITS

14. State temporary alcohol permits must be filed for functions serving wine and charging an admission fee, and are limited to five (5) per year per group who uses the Cathedral. Cathedral groups are also included in this limit. It must be signed by the Cumberland County Clerk's office and approved by the State of Maine Department of Public Safety in a timely manner. While the application for this permit is attached, you can obtain an original copy at the following address:

The State of Maine
Liquor Licensing & Inspection Division
164 State House Station
Augusta ME 04333-0164
Tel: (207) 624-7220 Fax: (207) 287-3424

Thank you for your willingness to comply to these guidelines.

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APPLICATION FOR ALCOHOL USE

Organization/Representative responsible for event:

Type of event: _____

Date of event: _____

Full Legal Name of Applicant: _____

Address: _____

Home Phone: _____ Cell Phone: _____

Work Phone: _____

All beverages to be served: _____

Beverage labeling method: _____

Foods to be served: _____

Will youth be in attendance at the event? Yes No

If yes in what capacity? _____

Admission Fee for Event: Yes No

If yes, you must include a copy of your approved temporary permit with this application.

Number of people expected to be in attendance: _____

I have read the Cathedral's Alcohol policy and understand my responsibilities for the event.

Yes No

Signature _____ Print Name _____

Print Name _____

Office Use Only

Permits remaining for the year: _____

Approved by _____ Date: _____

Signature _____ Print Name _____

**MAINE DEPT OF
PUBLIC SAFETY**

STATE OF MAINE
Liquor Licensing & Inspection Division
164 State House Station
Augusta ME 04333-0164
Tel: (207) 624-7220 Fax: (207) 287-3424



**APPLICATION FOR LICENSE FOR
INCORPORATED CIVIC ORGANIZATION**
\$50.00 Fee / \$10.00 Filing Fee
Check Payable: Treasurer State of Maine

1. (a) Full Name of Applicant:

_____ (Corporate Name)

(b) Corporate Address:

Street Address City/Town State
Zip Code

(c) Authorized Corporate Office:

(d) Address:

Street Address Town/City State
Zip Code

(c) Telephone Number: _____ Fax: _____

INFORMATION PERTAINING TO SPECIAL EVENTS OR GATHERINGS

2. (a) Title and Purpose of Event:

(b) Date of Event: _____ Time – From: _____ AM/PM To: _____ AM/PM

(c) Inside Outside Event (If **Outside**, attach diagram of area)

(d) Location of Event:

(e) Number of Persons Attending:

(f) Name and Address of Sponsor:

Address: _____ Town/City: _____ State:

(g) Name and Address of Caterer:

Address: _____ Town/City: _____ State:

(If other than licensee):

(If food is to be served):

(h) Type of building to be occupied:

(i) Area to be licensed:

Dated at: _____ on _____, 20_____
Town/City, State Month/Day

NOTE:

This application must be signed by a duly authorized officer of the corporation executing the application and approved by the Municipal Officer/Country Commissioners and filed with the Liquor Licensing & Inspection Division.

NAME OF CORPORATION

BY: _____

CORPORATE OFFICER'S SIGNATURE – TITLE

PRINTED NAME & TITLE

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