

# ALCOHOL SERVICE POLICY

## Of

# Anderson Island Historical Society

9306 Otso Point Road  
Anderson Island, Washington 98303  
<http://www.andersonislandhs.org/>

- I. **PURPOSE:** To assure compliance by the Anderson Island Historical Society with all regulations of the Washington State Liquor Control Board and the AIHS Insurance Underwriter for all AIHS events or other banquets held on the AIHS premises which serve alcoholic beverages. The AIHS requires that all volunteer servers assure conformance with the regulations.
  
- II. **ALCOHOL POLICY:** Alcohol service is allowed at events at the AIHS farm (and by extension, in the Archival Building) as long as it is approved by the AIHS Events Chairman, adheres to the requirements set forth in this policy, and follows the processes and procedures outlined in this document and stipulated by the Washington State Liquor Control Board and appropriate RCW laws.
  
- III. **REQUIREMENTS:**
  - A. **Reservation:** Every event at which alcohol is served must have the event sponsor fill out and sign the AIHS online Event Reservation Form for their event. The reservation form and signature constitute a contract stipulating specific responsibilities for the event and event sponsor.
  - B. **License:** Every organization or group using the AIHS facilities must obtain the proper license for any event where alcohol will be served (See Appendix A). The validity of the license shall be verified by the AIHS Event Chairman, and the license number recorded in the Event database. The license must be posted in plain sight throughout the event and retained by AIHS at the conclusion of the event.
  - C. **Insurance:** The Event Insurance policy held by the event sponsor must allow alcohol to be served or sold. If alcohol is to be sold (*Special Occasion License* required) then prior approval by the AIHS Insurance Underwriter (NPIP) is required. The validity of the insurance policy shall be verified by the AIHS Event Chairman.
  - D. **Designated Servers:** All alcohol at an event with a Special Occasion Permit must be served by designated servers and not self-served. Designated servers must be at least 18 years old and should have a MAST (Mandatory Alcohol Server Training) permit.
  - E. **Designated Serving Areas:** When a designated service area is required by state law, no one under the legal age shall be allowed to enter the designated service area. This can be accomplished by using reasonable judgment as to the person's age or by requesting adequate verification. Generally someone that appears to be

under the age of thirty should be asked for verification of age. Such verification may be by picture ID or by consulting a known source. If an ID is requested by the server, the person must by state law, comply with the request or be prohibited from entering the service area.

- F. **General area where alcohol is being consumed.** There is no requirement that everyone entering the general area where alcoholic beverages are being consumed, be of the legal age or that they present valid identification of age. As a Licensee, AIHS may be more restrictive than state law.
- G. **Prohibited Service:** Before serving an alcoholic beverage, the server shall judge that the recipient does not appear to be intoxicated or has already consumed a sufficient quantity of alcoholic beverage that would result in intoxication with one more beverage serving. The server may consult with the event organizer if necessary. If the recipient appears to be intoxicated, the sponsor shall provide safe transportation for the individual to return home.
- H. **Compliance:** Any person that refuses to comply with the server's instructions shall be removed from the restricted area.
- I. **Responsibility:** The event sponsor(s) must accept full responsibility for their scheduled events and assure that all laws, permits, regulations and AIHS rules are fully enforced.

#### IV. **PROCEDURES IF ALCOHOL IS TO BE SERVED**

- A. **Reservation Form:** The **event sponsor** must fill out and sign the event reservation form, which is a binding contract between the sponsor and AIHS. If the sponsor is an organization, the signer must be authorized to sign for the organization. The AIHS Event Chairman shall verify this.
- B. **License:** The **event sponsor** must obtain the appropriate license and enter this information in the event reservation form. A copy of any appropriate license shall be given to the AIHS Event Chairman.
- C. **Sponsor Insurance:** The **event sponsor** shall verify that their Event Insurance covers serving alcohol at their event. The **AIHS Event Chairman** shall verify this insurance coverage and maintain a written copy of this verification. The insurance coverage must explicitly specify the Anderson Island Historical Society as a named insured.
- D. **AIHS Insurance:** If alcohol is to be sold, the **AIHS Event Chairman** must obtain written approval of alcohol sales from the AIHS insurance underwriter (NPIP).
- E. **Verification:** The **AIHS Event Chairman** shall review all alcohol policies with the event sponsor, and ensure that the sponsor has obtained the appropriate license, and has read and agreed to the rules set forth in this policy.
- F. **Posting:** The **event sponsor** shall post a copy of the alcohol license during the event.
- G. **Compliance and Monitoring:** During the event the **event sponsor** shall ensure compliance with all applicable laws and policies, including monitoring guests for alcohol consumption and ensuring safe transportation for any guest that appears inebriated.

Date \_\_\_\_\_

For the Anderson Island Historical Society \_\_\_\_\_ President

## Appendix A: License Requirements

This information is based on Washington State Liquor Control Board regulations as of 9/18/2025, and the following relevant documents, which should be consulted for additional up-to-date information:

Non-Profit Alcohol Checklist: <https://anderson-island.org/hs/doc/AlcoholChecklist.pdf>

Banquet Permit: <https://lcb.wa.gov/licensing/banquet-permits>

Special Occasion License: <https://lcb.wa.gov/licensing/special-occasion-licenses> and <https://lcb.wa.gov/licensing/special-occasion-licenses/faq>

RCW 66.12:240: Wedding boutiques and art galleries. <https://app.leg.wa.gov>.

### Summary Table of License Requirements.

Sponsor	Who is Invited	Alcohol Charge	License Required
Private individual	By invitation. Free. <b>NOT</b> Open to Public	<b>Free</b>	None
Art Gallery	Open to Public	<b>Free:</b> 1 glass/person. Server must have a MAST permit.	None (RCW 66.12:240)
Organization	By invitation only <b>NOT</b> Open to Public	<b>Free.</b> You may charge for a package including dinner	<i>Banquet Permit</i>
Organization	Open to the Public (or by invitation)	<b>Sold</b> Servers should have a MAST permit.	<i>Special Occasion License OR Licensed Caterer</i>

### Additional Detail:

**Banquet Permit:** The Banquet Permit Allows the service and consumption of liquor at a private, invitation-only banquet or gathering held in a public place or business.

- The event must be 'By Invitation', and not open or advertised to the public.
- Alcohol must be served for free or brought by individuals attending the event.
- Liquor served must be purchased from a retail store.
- There is no requirement for a designated server.
- You may charge for 'package deals' that may include, for example, the cost of dinner, liquor, and entertainment. No profit may be made from the packaged deals..  
Banquet Permits are [available online](https://lcb.wa.gov/licensing/banquet-permits) at <https://lcb.wa.gov/licensing/banquet-permits>.
- Examples include weddings, company banquets, retirement parties, or club, organization or church events.

**Special Occasion License:** The Special Occasion License allows a bona fide nonprofit organization to sell liquor at a specified date, time and place.

- Where alcohol is to be sold, and/or the event is open to the public, a Special Occasion License is required.
- Liquor must be served by designated servers who should have a MAST (Mandatory Alcohol Server Training) permit.
- Alcohol must be sold – it cannot be given away for free.

- Special Occasion License applications are [available online](https://lcb.wa.gov/licensing/special-occasion-licenses) at <https://lcb.wa.gov/licensing/special-occasion-licenses>. Examples include a fundraising dinner, gala event, auction, or wine tasting.

**Licensed Caterer Exception:** If a nonprofit hires a caterer who is licensed to sell alcohol at events, the nonprofit does not need a special occasion license. The alcohol sales proceeds must go directly to the caterer, not the nonprofit. The caterer must notify their local liquor enforcement officer and notify them of this activity. See <https://lcb.wa.gov/licensing/special-occasion-licenses/faq>

**Private Party Exception:** Per the Washington State Liquor Control Board, Private Parties do not require a license for alcohol service as long as:

- The event is hosted by an individual, not an organization or business entity.
- The event is 'By Invitation', not open to the public and not publicly advertised.
- Guests are not charged for admission (including donations, dues, fees, etc.)
- The event would normally be held in the individual's private home, but it is so large that a separate facility is needed.
- The facility is closed to the general public during the event.
- There is no business purpose to the event.
- The alcohol is provided free of charge.

**Art Gallery Exception:** Per RCW 66.12:240, an 'Art Gallery' may serve one free glass of alcohol to each over-21 guest, but it may not advertise the availability of free alcohol. An 'Art Gallery' is defined as a room or building dedicated to the exhibition and/or sale of the works of art. No license is required. Any alcohol server must have a MAST permit.

**Raffle/Auction Permit:** Allows a bona fide nonprofit organization to raffle liquor to its members at a specified date and place. Applications are available online <https://lcb.wa.gov/licensing/permits> or by calling **(360) 664-1600**.

References: Alcohol service facts: <https://lcb.wa.gov/licensing/special-occasion-licenses/faq>

For all other permits, see the liquor control board website.

## **MAST Permits**

A MAST (Mandatory Alcohol Server Training) permit is a certification required by law in Washington state for anyone who serves, mixes, sells, or supervises the sale of alcohol for on-premises consumption. The training educates alcohol servers on Washington state liquor laws to ensure public safety and responsible alcohol service. Permits are available from third-party providers who provide online courses. Online courses cost about \$20 and take 3-4 hours. After completing the course you must pass an exam. The permit is good for 5 years.

## **Following State Liquor Laws**

Special license or permit holders must follow state liquor and tobacco laws and regulations during their event. A WSLCB enforcement officer may visit a licensed event to check compliance with state liquor and tobacco laws and regulations. The license or permit must be prominently displayed at the event.

Please remember:

- No sales or service of alcohol to persons under 21 years of age and intoxicated persons
- Intoxicated persons and those under 21 may not drink or possess alcohol
- No disorderly conduct at the event
- No sales, service or consumption between 2 a.m. and 6 a.m.

Public Safety Laws:

- You, as the special occasion liquor license holder, are responsible for the conduct of your patrons.
- Public safety violations can be criminally and administratively levied against the license holder.
- Sale of alcohol to a minor is punishable by a \$5,000 fine and/or a year in jail (maximum).
- Over-service, lewd conduct or disorderly conduct carry similar fines and penalties.
- Liquor officers, and state and local police have the right to inspect your premises.