

Alcohol Policies at The Cultural Arts Center

Alcohol may be served at The Cultural Arts Center in compliance with the ABC laws of The Commonwealth of Virginia. This can be accomplished in one of two ways:

1. Renters may have alcohol provided by one of the caterers on the approved caterer list that holds an off-site ABC license. In this case all arrangements and payments will be between the renter and the caterer. The caterer's insurance will cover the alcohol at the event.
2. Renters may also acquire an ABC banquet license through the state website <https://www.abc.virginia.gov/licenses/get-a-license/banquet-licenses> In that case the renter assumes responsibility for the purchase and transport, and all else having to do with the alcohol.

INSURANCE REQUIREMENT: The caterer's insurance will not cover the alcohol if it is licensed by the renter. In that case the renter must have a policy (for coverage of \$1,000,000) in which the Cultural Arts Center and the County of Henrico are named as additional insured for the day of the event. (Perhaps a home owner's policy)

Some insurance companies will issue a certificate of Insurance for this purpose without extra charge – others will have an extra charge, and still others will require a whole other policy. In that case, renters should consider the cost of event insurance before deciding to get their own license. If you have questions about these requirements please call the Events Manager at 804.261.6211.

The Certificate should contain this wording:

- **The Cultural Arts Center at Glen Allen and the County of Henrico are named an Additional Insured with respect to General Liability Coverage and Operations of the named insured, as required by written contract.**

The Cultural Arts Center at Glen Allen
2880 Mountain Road
Glen Allen, VA 23060

Henrico County
4301 East Parham Road
Henrico, VA 23228

NOTE: All alcohol must be served and consumed within the area that has been rented for the event. Renters and their guests may not carry alcohol to public areas of The Center or to the parking lot.