



Falls Church Festival

Nonprofit Beer Garden Proceeds Beneficiary Application

The City of Falls Church 46th Annual Falls Church Festival and Taste of Falls Church will be held on Saturday, September 17, 2022. The beer garden was added in 2016 and has been a very popular addition to this event.

Each year, the Falls Church Recreation and Parks Department selects a City of Falls Church nonprofit organization to receive 20% of the net sales from the Beer Garden. Organizations who meet the following requirements are eligible:

1. Tax-exempt organizations as defined in section 501(c)(3) of the Internal Revenue Code (IRC) or Organizations that have a tax-exempt 501(c)(3) as its fiscal agent for a defined project.
2. The organization must reside in the City of Falls Church with a City of Falls Church address on record.
3. At least 75% of the organization's programming or activities must take place in the City of Falls Church.

All applications must be turned into Scarlett Williams no later than July 22. You may email the application to sawilliams@fallschurchva.gov or drop it off in person at 223 Little Falls Street, Falls Church, VA 22046.

Once applications have been received, all eligible nonprofit organizations will be entered into a drawing. The winner will be selected at random.

If selected:

1. You may not apply again for 5 years.
2. You may be required to have 5-10 volunteers onsite throughout the event.
3. If you're required to have volunteer's onsite:
 - You must attend an orientation with the event coordinator prior to September 17, 2022.
 - You must follow all Virginia ABC rules and regulations as well as event operation guidelines.
 - All volunteers must be 21 years of age or older.
 - Consumption of beer or liquor by any volunteer while on duty or prior to duty is prohibited and illegal.
 - There are no specific rules on the dress attire for the volunteers, but each nonprofit should ensure that their attire is appropriate for an all ages audience at the Falls Church Festival event. Volunteers may wear a shirt with their nonprofit logo on it but must wear a volunteer badge at all times while on duty.

Next Steps:

1. Fill out the application on page 4. Please attach no more than one additional sheet if space is needed.
2. Submit completed application to Scarlett Williams at the Recreation and Parks Department.
Email: sawilliams@fallschurchva.gov In Person: 223 Little Falls Street, Falls Church, VA 22046
3. If selected, you will hear from Scarlett Williams by August 19, 2022.

Non-Profit Beer Garden Responsibilities

SUPERVISION

- The NP is responsible for the recruitment and scheduling of volunteers sufficient for the operation of the Beer Garden that NP's volunteers will be managing. The responsibilities of the NP are limited to these functions and actual operation, management and other on-site functions are the responsibilities of the individual volunteers.
- Each NP must identify at least one volunteer who will be in a leadership role during the event and each of these supervisory volunteers must have training through the City of Falls Church prior to the event. Training includes familiarity and a working knowledge of all Virginia Alcohol and Beverage Commission (VABC) rules and regulations, as well as the knowledge of the NP's volunteers.
- Volunteers, while supervised directly by the volunteer identified by the NP, ultimately have reporting responsibility to the management of the City of Falls Church Recreation and Parks Department. The City of Falls Church holds the VA ABC permit and provides at least one individual at all times to manage the entire beer/mixed cocktails/liquor operations effort.
- At least one supervisor must attend the orientation meeting which will be set by the City of Falls Church.
- Names, phone numbers and email addresses of the beer supervisors must be reported to the City of Falls Church prior to the event.

HOLD HARMLESS AND INSURANCE VERIFICATION

- The NP guarantees that it maintains general liability insurance to cover the actions and liabilities of or caused by any individuals working or volunteering on behalf of their organization. Such insurance must cover all activities by organization members and representatives on-site at the City of Falls Church Falls Church Festival. The City of Falls Church will request a certificate of insurance and the NP must provide that certificate prior to the day of the event. Note: this is not liquor liability coverage; rather it is a policy which includes coverage for organizational representatives acting on behalf of the NP.
- Further, the NP holds harmless and indemnifies the City of Falls Church its elected officials, officers, employees, agent, representatives and volunteers for any actions, debts, liabilities or claims which arise due to the actions of its organizations members and representatives at the Falls Church Festival, unless such actions were directly requested or required by the City of Falls Church staff.
- The liability to each NP is limited to the responsibility of recruiting and scheduling of volunteers, and identifying and training of those volunteers (including but not limited to supervisory personnel).

IMPORTANT CONSIDERATIONS

- While infractions of ABC rules are enforced by the ABC upon individuals, should a NP have serious and/or repeated violations, the NP may not be considered for future events.

Possible Volunteer Positions: Supervisor, Pourers and Roamers

All workers must be 21 years of age.

- A supervisor must be at the beer location at all times.
- Consumption of beer by any volunteer serving beer while on duty or prior to duty is prohibited and illegal.
- Please identify at least one volunteer who will be in a leadership role per shift.

Supervisor Responsibilities

- Supervisors are the main contact during event.
- Ensure that all guidelines are met.
- Report any intoxicated patrons to the Parks and Rec Staff.
- Ensure that only 2 drinks are sold at one time.
- Reports any concerns to the Parks and Rec staff.
- Ensure that volunteers have been trained on the ABC rules and regulations provided in the training.

Pourer Responsibilities

- Beer is to be poured from the taps into 16 oz. cups.
 - 1 Beer = 2 Tickets
- Mixed Cocktails are poured into 12oz. cups.
 - 1 Mixed Cocktail = 2 Tickets
- Tastings are poured into 2oz. cups.
 - 1 Tastings = 1 Ticket
- No more than 2 beverages can be served at one time to one person.
- Last call is 3:45pm – Beer serving stops at this time. NO EXCEPTIONS

Roamer Responsibilities

- Roamers are to move about the beer garden during the event.
- Alert the Supervisor of any intoxicated patrons.
- Look for any suspected underage drinking and alert the Supervisor.
- Throw away any trash left on tables.
- Fill in when needed at any other volunteer position.
- Ensure that all alcoholic beverages are staying inside the designated beer garden.

Important Considerations

- Serving staff are required to decline to serve to persons who appear underage or inebriated. Inspectors of the Virginia ABC will conduct spot-checks of beer locations during the event. They will severely reprimand and enforce infractions of ABC rules, and they have the authority to arrest individuals for violations.

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Complete and return by Friday, July 22, 2022 to the Falls Church Recreation and Parks Department at the Falls Church Community Center, 223 Little Falls St., Falls Church, VA 22046 or email sawilliams@fallschurchva.gov.

Organization/Group Name: _____

Point of Contact & Title: _____

Organization Address: _____

Phone Number: _____ **Alternative Number:** _____

Email Address: _____

Organization Website: _____

Organizational Information

Organization's Mission:

Tax Status (enclose IRS letter): _____

EIN: _____ **No. Active Members:** _____

Does your organization have a charter? Yes No

Does your organization have Officers/Directors? Yes No

Do your members pay regular dues? Yes No

Does your group hold regular meetings? Yes No

Projected number of volunteers available for beer operation for Saturday, September 17th: _____

Describe your members' event-related experience:

Describe how you will use monies earned at the 2022 event:

Please use additional pages if necessary.