

Nature Pointe Policy for Alcoholic Beverage Service at Clubhouse Events July 8, 2021

This policy describes the options, features, and requirements regarding the service of alcoholic beverages during Member and Non-Member Events at the Nature Pointe (NP) Clubhouse. The goals of this policy are four-fold:

- To comply with New Mexico State Laws
- To represent and protect the interests of the NP Home Owner Association (HOA) Members
- To offer clear and consistent guidance to any HOA Member or Non-Member Customer wishing to serve or consume alcoholic beverages, within reasonable limits, at an NP Clubhouse event
- To enable NP Governance Documents (e.g., Page 6, Paragraph 12 of the “Clubhouse Rule Book”) to be updated to reflect this new policy

NP offers three (3) options for alcoholic beverage service for NP Clubhouse events:

1. A Private Host Bar for NP HOA Member Events and Small Gatherings – HOA Member Events can be sponsored by an individual member, a group of members, or the HOA. For the purposes of this policy, a “Small Gathering” is considered to be 25 adult attendees or less that are of drinking age (over 21 years of age). The demarcation of 25 adult attendees as a small gathering is consistent with the rules traditionally applied for the NP HOA Member Event contract.
2. A Private Host Bar for Non-Member Events – Includes Non-Member Weddings and Corporate Events under the authority of the SUP, as well as Non-Profit or Community Events approved by the HOA.
3. Licensed Caterer Service for HOA Member Events or Non-Member Events – Choice of either a Hosted Bar or a Cash Bar

Table 1 shows a comparison of the features and requirements for each option. A comprehensive list of supplemental rules that apply to each of the three options is provided following the table.

Private Host Bar for NP HOA Member Events & Small Gatherings	Private Host Bar for Non-Member Events	Licensed Caterer Service for HOA Member or Non-Member Events
NP HOA Members and their guests only	Non-Members	NP HOA Members or Non-Members
Includes scheduled events and small or impromptu gatherings	Includes scheduled events only	Includes scheduled events only
Must be a Hosted Bar (No Sales)	Must be a Hosted Bar (No Sales)	Choice of Hosted Bar or Cash Bar
Does not require a Liquor License, Restaurant License, or Special Dispenser Permit	Does not require a Liquor License, Restaurant License, or Special Dispenser Permit	Caterer must have a Special Dispenser Permit AND either a Liquor License or a Restaurant License
May serve distilled and/or undistilled alcoholic beverages	May serve distilled and/or undistilled alcoholic beverages	May serve distilled and/or undistilled alcoholic beverages with Liquor License. May serve only undistilled beverages with Restaurant License.
Member provides beverages and supplies	Renter provides beverages and supplies	Caterer provides beverages and supplies
More than 25 adult attendees: Member purchases Event Liability Insurance Policy w/Host Liquor Liability (\$1M coverage) naming NP as Additional Insured with \$6M HOA Insurance backstop coverage 25 adult attendees or less: Liquor Liability (up to \$6M coverage) included in HOA insurance policy.	Renter purchases Event Liability Insurance Policy w/Host Liquor Liability (\$1M coverage) naming NP as Additional Insured; \$6M HOA Insurance backstop coverage also applies.	Caterer provides evidence of all requisite licenses and Liquor Liability Insurance (\$1M coverage) naming NP as Additional Insured; \$6M HOA Insurance backstop coverage also applies.
More than 25 adult attendees: Bartenders with Server Permits are required.* 25 adult attendees or less: Bartenders are not required.	Renter hires Bartender(s) with Server Permits.* Bartender Service is available for hire from NP.**	Caterer provides Bartender(s) with Server Permits.*

* One Bartender can serve up to 100 Attendees. Two Bartenders are required for more than 100 Attendees.

** NP Bartenders are available for a fee for minimum 5-hour service, although the renter is free to use any Bartender with a Server Permit.

Table 1: Features and requirements for the different alcoholic beverage service options

The following rules shall apply to Alcoholic Beverage Service Options at the NP Clubhouse:

- 1. Rules for All Events and Times when Alcohol is Being Consumed:**
 - A. The NP HOA Membership expects that appropriate respectable decorum will be exercised at all events where alcohol is being served. The NP Board reserves the right to use its judgement to determine if this provision has been violated.**
 - B. Drunken and disorderly conduct will not be tolerated at the NP Clubhouse. Anyone exhibiting such behavior will have their alcohol consumption privileges immediately terminated. If such conduct occurs at a Member Event or small gathering, the member in question could also have his/her Clubhouse privileges revoked for a period of time, and/or fined, at the discretion of the NP Board of Directors. In order to enforce this provision of the policy, it is important for any member who observes such behavior to report it to the NP Board of Directors.**
 - C. Any violation of the regulations outlined in this policy could result in the termination of alcohol service at the event where the violation occurred.**
 - D. Non-members must be specifically invited or listed on the approved guest list before being served.
 - E. All alcoholic beverage service must take place indoors. The only exception is for a small impromptu outdoor member gathering (e.g.; a few people on the back patio or bocce court) where alcohol must be located in a package (small bag, cooler, etc..) or on the table (e.g.; bottle of wine) under the strict control of the member.
 - F. Alcoholic beverages must be consumed in designated areas only. Designated areas include the inside of the clubhouse, the back patio (including the ramada), and the back lawn up to and including the bocce court. Alcoholic beverages may not be consumed in front of the clubhouse nor in any parking areas, pool, spa, bathrooms, or fitness center.
 - G. Alcoholic beverages shall not be served to intoxicated individuals nor to minors under 21 years of age.
 - H. All alcohol, in both opened and unopened containers, must be removed from the Clubhouse at the end of the event.
 - I. A Private Host Bar must be a Hosted Bar. The sale of alcoholic beverages is prohibited.
 - J. NM Law allows Private Host Bars (for both Members and Non-Members) and caterers (with Liquor Licenses) to serve both distilled (Liquor) and undistilled (Beer, Wine, and Champagne) alcoholic beverages. Caterers that have "Restaurant Licenses" are limited to serving undistilled alcoholic beverages only.
- 2. Rules for All Non-Member Events and for Scheduled Member Events with more than 25 adult attendees:**
 - A. All alcoholic beverages must be served by a bartender or server with a valid "Server Permit" at all times.
 - B. Bartenders and servers must carry their Server Permits with them at all times.

- C. Alcohol service shall conclude no later than one hour prior to the conclusion of a scheduled event. Absolutely no alcohol shall be served after 9:00 PM on Monday through Saturday or after 8:00 PM on Sunday.
- D. For weddings, prior to the wedding ceremony, alcohol service is limited to members of the wedding party and such service must conclude not later than 30 minutes before the scheduled start of the ceremony. Notwithstanding the prohibition noted in another section of this policy, in this instance, alcohol will be permitted in the locker room during wedding party preparation for the event. Alcohol service may recommence following the ceremony for the wedding party and guests.
- E. Bartenders or servers must check IDs prior to serving guests alcohol. Hand stamps or non-transferable wrist bands may be used to designate attendees that have provided proof that they are over 21 years of age.
- F. Consumption of “outside” alcohol that is not served by a licensed server is not permitted anywhere on the premises, including the parking areas. One warning will be issued by the Event Patrol Attendant for the initial violation of this rule. Further violation will result in the offending attendee(s) being escorted off the premises and outside the Nature Pointe gates by the Bernalillo County Sheriff.
- G. Use of the swimming pool, spa, steam room, and sauna is prohibited for all attendees of an event at which alcohol is being served.
- H. NP reserves the right to search all coolers brought onto the property at any time.
- I. Bartenders, servers, and/or caterers shall receive a written copy of NP’s Policy for Alcoholic Beverage Service as well as hours of service and emergency phone numbers prior to the start of an event.
- J. Proof of Liquor Liability Insurance with NP named as Additional Insured must be provided to the Venue Director at least one week prior to the event.
- K. Caterers must apply for, receive, and display a “Special Dispenser Permit” to serve alcohol at an event.

3. Rules Specific to Non-Member Events:

- A. Renters who plan to serve alcohol must provide a list of Approved Guests to the NP Venue Director at least one week prior to the event. The Venue Director has the authority to add late additions to the Guest List at his/her discretion. An Approved Guest List is not required for “Dry” events.
- B. NP Staff must confirm guests are on the Approved Guest List at the door for events with any alcohol service. This is not required for “Dry” events.
- C. NP Staff can offer feedback (but not recommendations) to potential renters regarding caterers who offer alcoholic beverage service.

4. Rules Specific to Member Events:

- A. Sponsors of Member Events must ensure that alcohol is not being served to unknown persons that are not part of their private party. This applies to both individually-sponsored and HOA-sponsored events.
- B. For Member Events consisting of 25 adult attendees or less (a small gathering or family event), the use of the swimming pool, spa, steam room, and sauna is prohibited by any attendees that have actually consumed alcohol during the event. These facilities may be used by attendees that have NOT consumed alcohol (e.g., minor children and adults that have refrained from alcohol consumption), even though other adults at the event have consumed alcohol elsewhere in the Clubhouse or on the patio.
- C. For HOA-sponsored events where alcohol is being served (regardless of number of attendees), the HOA is NOT required to purchase a separate Event Liquor Liability policy, since Liquor Liability is already included in the HOA insurance policy.

5. Rules Specific for Non-Alcohol Events:

- A. Some specific Member/Community events may be specified as “Dry or No Alcohol Events” and signage will be posted on the Clubhouse entrances to denote such. No alcohol will be allowed by Members or Non-Members in or around the Clubhouse during these posted events out of respect.