

Best Practices Liquor Control Plan

Mayor Steve Chirico
Naperville Municipal Center
400 S. Eagle Street
Naperville, Illinois 60540

Event Organizer to only hire off duty police officers for security. Additionally, Event Organizer hires only BASSET trained beverage staff. All security and beverage staff hired are paid.

Security will be assigned positions at the entrance to the event as well as at all beverage booths and will not allow outside beverages or coolers in. The security is also in charge of making sure attendees do not leave the event with beer, wine or spirits purchased from the liquor booth.

BASSET trained and certified bartenders and wait staff will be serving beer, wine and spirits from the liquor booth. Every beverage location will be assigned 1 security officer. All purchasers of liquor will be required to show proper ID to the security *prior* to purchasing a drink. Once ID has been validated by security, the attendee will have a wristband put on them by the security, tightly enough around right wrist that it can not be slid off. Cut or torn wristbands will not be accepted. Only attendees with 21+ wristbands will be able to purchase beverages. In addition to the security stationed at each drink booth, security personnel will be instructed to patrol the grounds and enforce possession of beer, wine & spirits by only those wearing the appropriate wristband. Any person who our staff or security believes to be inebriated will be cut off from liquor sales and asked to leave the venue. If said person does not comply, security will escort them out of the event.

Checking Identification

- State Driver's License (with picture)
- State Issued Identification Cards
- Military ID
- Passport

All patrons' identification will be checked through physical possession of the identification to examine it. The following will be checked:

- Expiration Date: It must be currently valid. We do not serve on an expired ID.
- Signs of Tampering.

- Compare the patron's appearance with the picture and descriptive information on the license. Compare features that are not easily changed such as ears, jaw line, and hairline.
- Make sure they are the correct height.
- Ask patrons to tell you information directly from the license; date of birth, address, zip code, height, weight.
- Ask them the month and year of their DOB as most people memorize the DOB in month-day-year order.
- Ask for state capital, year of graduation, or any other information that they may not have memorized.
- Ask for a second form of identification, if necessary.

Mixing Standards for Spirits

- Spirit Mixing will be handled directly behind each booth by a trained bartender. Mixed drinks will have at most 1.5 oz. of liquor per serving.
- Mixing locations will be enclosed, policed by security and entrance will only be admitted to management staff. Product will be secured to ensure no misuse.
- Before a beverage dispenser is given to the beverage booth for sale, each batch will be recorded and tested by a manager.
- 12 oz. drinks with ice will be served – 1 - 1.5 oz of liquor, and 5.5 oz of mixer to 5oz of ice

Signs of Impairment

Most servers can recognize when a patron is intoxicated, by then however it is too late. To keep people from becoming intoxicated, you need to recognize early on the signs of over-drinking. Here are the five major categories of signs. When our staff sees these, they evaluate whether to stop serving the patron.

- Physical: Red, water-y eyes, flushed face, etc.
- Mental: Difficulty speaking, slurring words, loss of judgement, etc.
- Emotional: Exaggerated mood, loud, etc.
- Social: False confidence, extreme emotional response
- Coordination: Difficulty holding drink, opening doors, walking, stumbling, etc.

Terminating Service

Intervening in the continued drinking or the driving of impaired patrons is not the easiest part of alcohol service, but it is an essential part of it. We recommend Security in the booth to be the one to cut the person off if necessary.

There are six basic steps to intervening with intoxicated patrons:

1. Report the patron to Security
2. Approaching the patron politely
3. Get facts about approximately how long the person has been drinking/how many drinks
4. Terminate Service
5. Provide protection if needed
6. Prevent disturbances, asking security for assistance if needed.

Although it is the hope that the situation should not arise, it is important to know the signs of a medical emergency. Stay with the person and call 911 or seek immediate medical attention if:

- The person is unresponsive or unconscious
- Is breathing less than 8 times per minute
- Is vomiting repeatedly or uncontrollably

Booth Layout

