



PERMIT GUIDELINES & ALCOHOL RESTRICTIONS

SPECIAL EVENTS PERMIT

Some of the events we have here at St. Francis of Assisi require a special events permit from St. Louis County. According to the guidelines from the state of Missouri, examples of such events are our parish and school picnics, charity garage sales, craft shows, barbecue fundraisers, etc. If you think your event requires a special event permit please contact the Director of Operations and Finance for the parish. [SPECIAL EVENTS PERMITS MUST BE SUBMITTED THROUGH THE RECTORY AND THE PASTOR MUST SIGN AS APPLICANT.](#)

<https://www.stlouisco.com/Portals/8/docs/document%20library/public%20works/code%20enforcement/permits/special-events/Appl-Special-Events.pdf>

TEMPORARY FOOD PERMIT

A temporary food permit may also be required for certain events when food or drink is served outside of our normal cooking facilities (Concession Stands, School kitchen). Examples of such an event here at St. Francis are our Taste of Telegraph and Fish Fry. It is required at these events since food is kept warm outside of our kitchen using warming devices during the event. If you think you have a similar need in the event you are planning, please contact the Director of Operations and Finance for the parish. [TEMPORARY FOOD PERMITS MUST BE SUBMITTED THROUGH THE RECTORY AND THE PASTOR MUST SIGN AS APPLICANT.](#)

<https://www.stlouisco.com/Portals/8/docs/Health/Food%20Center/Temporary%20Food%20Establishment%20Application.pdf>

BEER, WINE, AND LIQUOR

In order to ensure compliance with liquor laws and licenses, contact the Director of Operations and Finance for the parish before you begin plans for beer, wine, or liquor at your event. If you're planning to sell alcoholic beverages at your event, you need to make sure that the alcohol is acquired within the restrictions of our beer and liquor licenses. The most common mistake planners make is going out to buy beer or liquor at the grocery or liquor store. **FAILURE TO COMPLY COULD RESULT IN THE LOSS OF OUR LIQUOR LICENSE.** Any alcohol **MUST** be purchased through a distributor. **Please contact the Director of Operations and Finance to get more guidance and information about the distributors for providing beer or other alcohol at your event.** Note that alcohol is not to be served to anyone or brought in by someone, including adults, at any event directed primarily to and for minors. This includes elementary and high school events, CYC events, scouting activities, etc. See the Archdiocese Policy below.

The Alcohol Policy as promulgated by the Archdiocese (next page) is to be followed at all times when alcohol is sold OR served.



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ALCOHOL POLICY - ARCHDIOCESE OF ST. LOUIS

Please observe the following revised Guidelines went into effect November 1, 2013 regarding the use of alcohol at parish functions. Beverage alcohol, in the Guidelines, refers to wine, beer, straight and mixed liquor and cordials.

GUIDELINES FOR THE USE OF BEVERAGE ALCOHOL

The following guidelines regarding serving beverage alcohol have been developed for all parishes, parish organizations, agencies, and entities of the Archdiocese of St. Louis.

1. All federal, state and local laws and ordinances must be observed. This includes regulations required for the sale of alcohol, prohibiting the distribution of alcohol to minors and not serving alcohol to intoxicated persons.
2. The group or organization sponsoring an activity or event at which alcoholic beverages are to be served must have permission from the pastor of the parish or the director of the agency that hosts the event or activity.
3. Alcoholic beverages and food containing alcohol must be clearly labeled or identified as such.
4. Alcoholic beverages that are designed to facilitate rapid alcohol consumption, including grain alcohol and shots, are prohibited.
5. Whenever alcohol is served, non-alcoholic alternatives must always be offered with equal accessibility.
6. The serving or use of alcoholic beverages at events should not be 'actively marketed' during the event.
7. Alcohol is not to be served to anyone or brought in by someone, including adults, at any event directed primarily to and for minors. This includes elementary and high school events, CYC events, Scouting activities, etc.
8. All adults should be mindful of their Christian responsibility to drink in moderation and to give a good example to our youth. "Clergy, employees and volunteers should never be involved with the illegal possession and/or illegal use of drugs and/or alcohol. They must never supply such substances to minors nor may they consume alcohol while functioning in an official capacity with minors. This includes those who are involved with children as coaches or managers of sports teams." (Code of Ethical Conduct for Clergy, Employees and Volunteers Working with Minors § 4.5)
9. Parish and agency leaders are responsible for ensuring these guidelines are made known and observed.

Approved by the Presbyteral Council on September 19, 2013
and

Promulgated by Archbishop Robert J. Carlson on November 1, 2013