Alcohol Procedure

In order to serve alcohol at the Humboldt Bay Aquatic Center (HBAC), an Alcohol Beverage Control (ABC) Catering/Event Authorization Permit, a Certificate of Liability Insurance, and a HSU Alcohol Approval Form must be submitted to the Humboldt Bay Aquatic Center at least 30 days prior to your event. Keep in mind that this process can take up to 8 weeks to complete, so please plan accordingly. Please follow the steps below to complete your request.

**Step 1: Obtain a Caterer or Entity with an Authorization Permit**

a. Choose a caterer for your event that is licensed for catering special events. (You can choose a caterer strictly for alcohol service.)

b. Provide Humboldt Bay Aquatic Center with a completed HSU Alcohol Approval Request form, including the contact information for the chosen caterer.

**Step 2: Obtain the ABC Catering/Event Authorization Permit:**

Although private caterers may have an alcohol serving license for their place of business, the chosen caterer must provide an ABC Catering/Event Authorization Permit (form ABC-221) and designate a licensed server to pour alcohol at the event. A new permit must be obtained for each individual event.

A permit is not required if the event is invite only and alcohol is not being sold.

**Step 3: Obtain a Certificate of Liability Insurance:**

You must provide a Certificate of Liability Insurance with the minimum insured amount of $1,000,000 General Liability, $2,000,000 Aggregate, and $1,000,000 Liquor Liability. The insurance certificate must list the specific date of the event to be insured and also have the following listed as **Additional Insured:**

The State of California, the Trustees of the California State University, California State University, Humboldt State University, Humboldt State University Center, and the employees, volunteers, officers and agents of each of them, are included as Additional Insured.