



| Alcohol Policy | |
|---|---|
| Status: APPROVED | Applies to: Safety & Security Department |
| Effective Date: February 1, 2025 | Responsible Party: Director of Safety & Security |
| Version Number: 1.0 | Document ID: OVG-KBH-SEC-E-510 |
| Revised Date: January 21, 2025 | Rescinds: N/A |

This Standard Operating Procedure (SOP) is in effect for the Kay Bailey Hutchison Convention Center, located at 650 S Griffin Street, Dallas, Texas (the “Venue”). The Venue includes the buildings as well as their surrounding structures, parking facilities, and outdoor premises. This SOP applies to all persons who, at any time, are at, on, or within the Venue(s), including guests, visitors, staff, clients, exhibitors, performers, tenants, vendors, and contractors. Without limitation of any other policies, procedures, or contract terms which may be applicable, all such persons are required to adhere to the terms of this SOP.

I. PURPOSE:

This policy establishes guidelines for the sale and management of alcohol at the Venue.

II. DEFINITIONS

- a. N/A

III. REFERENCES

- a. Intoxicated Persons SOP
- b. Employee Handbook
- c. State Statutes
- d. Local Ordinances

IV. POLICY

- a. The Venue has contracted with Sodexo Live! as the official concessionaire and caterer of the Venue.
- b. Sodexo Live! holds the liquor license for the Venue and is the legal entity with which staff serves alcohol at the Venue. This policy requires that Sodexo Live!:
 - i. Hold and maintain the liquor license;
 - ii. Follow all applicable laws and municipal codes;
 - iii. Train all staff who serve alcohol using a reputable training organization (ServSafe or TIPS or similar); and is following all applicable laws as well as policies and procedures established by the Venue.



- iv. Be responsible for ensuring any staff person serving alcohol is legally eligible to do so and is following all applicable laws as well as policies and procedures established by the Venue.
- c. Only authorized persons may serve alcoholic beverages at the Venue.
- d. Persons serving alcoholic beverages shall abide by all state and/or local laws; shall receive training on alcohol service, laws, and the signs of intoxication; and are ultimately responsible for ensuring the purchaser is twenty-one years of age or older.
- e. Any person who is intoxicated before entering the Venue may be denied entry into the Venue. Any person found intoxicated within the Venue or causing a disturbance as determined by management may be asked to leave the premises without refund and may be subject to further consequences.
- f. Alcoholic beverages, including sealed containers, may not be brought into or taken from the Venue.
 - i. Persons found with alcohol brought in from outside the Venue will be removed from the premises by Security.
- g. There is a limit of two (2) alcoholic beverages sold to or in possession of each guest per ID check.
 - i. This is subject to change based on management discretion or on an as-needed event basis.
- h. The following four (4) documents are the only valid unexpired forms of identification acceptable for purchasing alcoholic beverages at the Venue:
 - i. Current (unexpired), valid Driver's license
 - ii. Current (unexpired), valid Government ID with photo (includes State IDs)
 - iii. Current (unexpired), valid Military ID with photo
 - iv. Current (unexpired), valid Passport or Passport card
- i. Individuals providing the identification must be present in order for the sale of alcoholic beverages to take place.
- j. The Venue reserves the right to remove any individuals under the age of twenty-one (21) years old who illegally purchase, possess, or consume alcohol or who are visibly intoxicated. These individuals are also subject to citation or arrest by law enforcement.
 - i. Individuals providing alcohol to those under the age of twenty-one (21) years old will also be removed from the premises by Security and will also be subject to citation or arrest by law enforcement.
- k. Alcohol cutoff times (see below) are subject to change without notice at the discretion of management.
- l. The Venue and its partners reserve the right to refuse service to anyone with or without reason.



- m. The Guest Code of Conduct and any event contracts shall include language regarding responsible consumption of alcohol.

V. PROCEDURES

- a. Any individual who attempts to purchase alcohol shall be asked for valid identification.
 - i. In accordance with Texas' grandfather clause and Sodexo Live's alcohol service policies, adults are permitted to purchase and provide alcohol to minors if those minors are their children or grandchildren.
- b. When presenting identification for the purpose of purchasing alcoholic beverages, the identification shall be removed from protective covers or wallets.
- c. All alcohol service will cease at least thirty (30) minutes prior to the conclusion of an event or earlier at the discretion of management.