

# Welcome



Bel Air  
Downtown Alliance

## Volunteer Training



## **MISSION:**

The Bel Air Downtown Alliance is a non-profit community development organization whose mission is to mobilize stakeholders to invest in Bel Air's neighborhoods, economy, and quality of life.



## **VISION:**

We envision Bel Air's future as a sustainable community in which people live, work, and play. We attract and welcome diverse neighborhoods where our parks, schools, and commercial centers are vibrant assets that enrich our quality of life. Our success is based on strong collaborations with our government and economic partners.



**Chris Pineda, *Executive Director***



**Jenny Falcone, *Director of Development***



**Jennifer Anglada, *Project Coordinator***

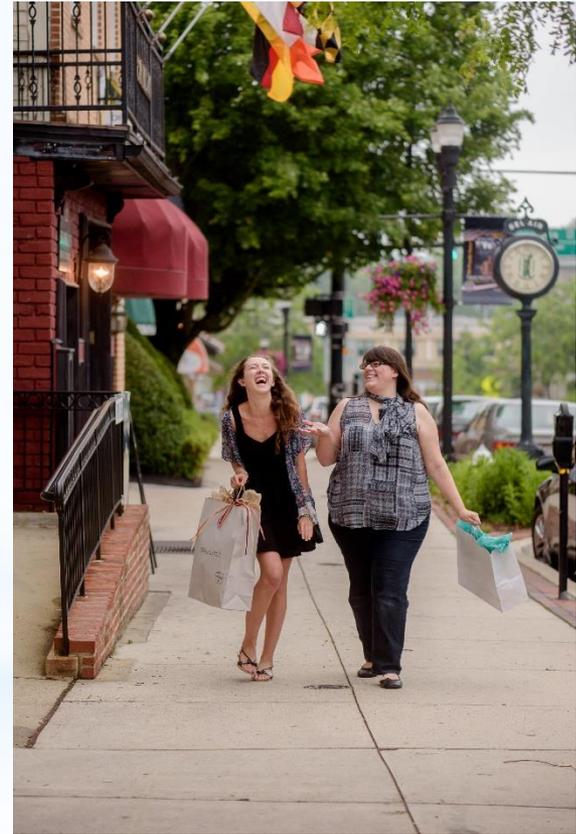
# Design



# Organization



# Promotions



# Economic Vitality



## Security/ID Checkers

- The areas where beer and wine are served will be blocked off by metal barricades and the Entrances/Exits will be managed by security. **No one is permitted to take beer or wine outside of the fenced area.**
- ID Checkpoints are at all exits. The ID Checkpoints are managed by security. These security personnel are responsible for ID checks and issuing wristbands.
- Wristbands may be given to those who are age 21 years of age or older, and will be placed on the wrist.
- It is your responsibility to check for wrist band before serving any alcohol
- Do not leave exit areas unattended.

## **Beverage Ticket Sales**

- Anyone purchasing tickets for beer/wine **MUST** be wearing a wristband
- Ticket sales will end 30 minutes before activity end (i.e. Fourth Fridays- 7:30pm, BBQ Bash- 9:30pm)
- Tickets will be sold for \$5.00 each
- You have the right to refuse to sell tickets to someone, if he/she appears to be intoxicated or otherwise impaired. Inform an Alliance Staff Member, a Board Member, or a Police Officer immediately about the situation.

## Beverage Servers

- Fifteen minutes before event end, no alcohol will be served
- Anyone requesting Beer/Wine service **MUST** be wearing a wristband. If they do not have a wristband and correct tickets, do not serve them, regardless of their age.
- Beverage sales servers must collect tickets. Beverage sales servers do not accept any cash. Rip ticket in half, place in ticket bucket.
- Do not serve more than two drinks to any person at one time and drinks may only be served to someone with a wristband.
- You cannot serve alcoholic beverages to anyone that appears to be intoxicated. If someone who appears to be intoxicated orders an alcoholic beverage, refuse to serve him/her. If there is a problem, inform the Alliance staff, a board member, or a police officer/security volunteer immediately the situation.
- Representatives of Northeast Beverage Corp., the beer distributor, will be on hand to change kegs. If you have a problem with a beer tap, please notify a Northeast Beverage Corp. representative immediately.

## All

- All alcohol must be consumed or dispensed by 30 minutes after event end (i.e. Fourth Fridays- 8:30pm, BBQ Bash- 10:30pm)
- Stay in the fenced area until 30 minutes after the event is over to monitor guests who may be lingering and to tell them they cannot take alcohol outside the fenced area. They must drink up or dispensed drink by no later than 30 minutes when event is ended.
- If you see anyone consuming alcoholic beverages or attempting to consume alcoholic beverage who appears to be under 21 years of age, please notify the Alliance Staff, a Board Member, or a police officer/security volunteer immediately.

## Alcohol Distribution Liability

- Beverage sales & ticket seller volunteers must be 21 years of age or older, and you must have your ID with you.
- ID checkpoints are at all exits. There is security at each exit, security personnel are responsible for ID checks and issuing wristbands
- ANYONE purchasing beer/wine tickets or ordering beer/wine MUST have a wristband.
- You may not consume alcohol before or during your shift.
- You may consume alcohol after your shift, but you must follow proper ID procedures and receive a wristband. You must remove your volunteer identification.
- If you see someone consuming or attempting to consume alcohol who appears to be under 21 years of age, please notify Alliance Staff or police officer/security volunteer immediately
- If you sell tickets, serve someone without a wristband, or serve someone that is visibly intoxicated, you can be held responsible for the violation of the liquor control laws.
- If someone has a complaint, immediately inform the Alliance staff.

# Contact Information

Bel Air Downtown Alliance ..... 443-823-1797

Email ..... [info@downtownbelair.com](mailto:info@downtownbelair.com)

Facebook ..... [@DowntownBelAir](https://www.facebook.com/DowntownBelAir)





## Next Steps:

- Fill Out Volunteer Application Online
- Sign up For Times To Volunteer
- Questions? Email [info@downtownbelair.com](mailto:info@downtownbelair.com)

# General Volunteer Agreement Policies

## **Photo Release**

I consent to and authorize the use and reproduction by Bel Air Downtown Alliance, Inc. of any and all photographs and any other audio-visual materials taken of me while volunteering for promotional, educational, social media marketing, or any other use for the benefit of the Alliance.

## **Volunteer Agreement and Release from Liability**

1. As a volunteer for the Bel Air Downtown Alliance, Inc. I agree to work during my scheduled time as agreed. I understand that I will not be compensated for any time spent volunteering, nor am I entitled to benefits, including employment insurance benefits upon the termination of this agreement or as a result of this service. The Bel Air Downtown Alliance, Inc. may terminate this agreement at any time without prior notice for any reason.
2. I am aware that participation as a volunteer may require periods of standing, lifting and carrying objects or items (i.e. tables/chairs) and will require the exercise of reasonable care to avoid injury. I am voluntarily participating in this activity with knowledge of the hazards and potential dangers involved, and agree to accept any and all risks of personal injury and property damage.
3. As consideration for volunteering for the Bel Air Downtown Alliance, Inc., I hereby agree that I, and my assignees, heirs, guardians, and legal representatives, will not make a claim against or sue the Bel Air Downtown Alliance, Inc. or its employees, agents or contractors for injury or damage resulting from the negligence, whether active or passive, or other acts, however caused, by any of its officers, employees, agents, or contractors of Bel Air Downtown Alliance, Inc. as a result of my volunteering. I agree that this release is as broad and inclusive as permitted by the laws of the State of Maryland. I hereby release and discharge Bel Air Downtown Alliance and its officers, employees, agents and contractors from all actions, claims, or demands that I, my heirs, guardians, and legal representatives now have, or may have in the future, for injury or damage resulting from my participation as a volunteer.
4. I understand that if I am injured in the course of my volunteer time, I am not covered by Bel Air Downtown Alliance's workers' compensation program. I authorize Bel Air Downtown Alliance to seek emergency medical treatment including x-ray, surgery, hospitalization and medication on my behalf in the case of injury, accident or illness arising from my involvement as a volunteer. I understand that I will be responsible for medical costs incurred by such accident, illness or injury.
5. I understand that the materials and tools provided by Bel Air Downtown Alliance, Inc. are and remain the property of the Bel Air Downtown Alliance, and I agree to return these tools and any remaining materials to Bel Air Downtown Alliance at the end of my volunteer service. I agree that Bel Air Downtown Alliance, Inc. is not liable for any damage to my resulting from volunteer service for the Bel Air Downtown Alliance, Inc.



Bel Air Downtown Alliance  
Volunteer Application & Agreement Form

6. I understand that after I submit my application, it will be reviewed and my eligibility for volunteer work will be determined. If accepted, I agree to attend a volunteer orientation either at an orientation meeting or an onsite orientation to perform my volunteer service.
7. I certify that my answers on this application are true and complete and that I have not knowingly withheld any information that might, if disclosed, affect my application unfavorably. I understand that any misrepresentation or omission of facts on this application could be cause for rejection of this application or dismissal.

I hereby acknowledge that I have been provided with an opportunity to consult with legal counsel regarding this Release of Liability Form and have not relied on any representations or statements of Bel Air Downtown Alliance, Inc. and its subsidiaries and affiliates and their respective agents, employees, officers, directors, shareholders, volunteers, personal representatives, successors, and assigns with respect to the subject matter of this Release of Liability Form.

If volunteer is under 18 years of age, parent or guardian must read and sign the following:

This release, its significance, and assumption of risk have been explained to and are understood by the minor.



# Volunteer Liquor Process & Procedures

All Beverage Sales & Ticket Seller Volunteers must be 21 years of age or older.

## **Security/Id Checks**

1. The areas where beer and wine are served will be blocked off by metal barricades and the Entrances/Exits will be managed by Security. No one is permitted to take beer or wine outside of the fenced area.
2. ID Checkpoints are at all exits. The ID Checkpoints are managed by Security. The Security personnel is responsible for ID Checks and issuing wristbands.
3. Wristbands may be given to those who are age 21 years of age or older, and will be placed on the wrist.
4. It is your responsibility to check for wrist band before serving any alcohol.
5. Do not leave exit areas unattended.

## **Beverage Tickets Sales**

1. Anyone purchasing tickets for beer/wine MUST be wearing a wristband.
2. Ticket sales will end 30 minutes before activity end (i.e. First Friday, 7:30pm)
3. Tickets will be sold for \$5.00 each (subject to change).
4. You have the right to refuse to sell tickets to someone, if he/she appears to be intoxicated or otherwise impaired. Inform the Executive Director, Marketing Director, Project and Event Coordinator, a Board Member, or a Police Officer immediately about the situation.

## **Beverage Servers**

1. 15 minutes before event end, no alcohol will be served. (i.e. First Fridays after 7:45 p.m.) on any and all event days. Close down the taps and table 15 minutes before event end on any/all event days.
2. Anyone requesting Beer/Wine service MUST be wearing a wristband. If they do not have a wristband or tickets, do not serve them, regardless of their age.
3. Beverage Sales Servers must collect tickets. Beverage Sales Servers do not accept any cash.
4. Do not serve more than two drinks to any person at one time and drinks may only be served to someone with a wristband.
5. Wine servers MUST remove the plastic cap and the foil covering from each wine glass before handing to individual.



**Bel Air Downtown Alliance**  
Volunteer Application & Agreement Form

6. You cannot serve alcoholic beverages to anyone that appears to be intoxicated. If someone who appears to be intoxicated orders an alcoholic beverage, refuse to serve him/her. If there is a problem, inform the Executive Director, Marketing Director, Project and Event Coordinator, a Board Member, or a Police Officer immediately.
7. Representatives of Northeast Beverage Corp., the beer distributor, will be on hand to change kegs. If you have a problem with a beer tap, please notify a Northeast Beverage Corp. representative immediately.

**All**

1. All alcohol must be consumed or dispensed by 30 minutes after event end (i.e. First Fridays 8:30 p.m.)
2. Stay in the fenced area until 30 minutes after the event is over to monitor guests who may be lingering and to tell them they cannot take alcohol outside the fenced area. They must drink up or dispensed drink by NLT 30 minutes when event is ended.
3. If you see anyone consuming alcoholic beverages or attempting to consume alcoholic beverage who appears to be under 21 years of age, please notify the Executive Director, Marketing Director, Project and Event Coordinator, a Board Member, or a Police Officer immediately.
4. Be sure you have your ID with you to the event.
5. Bel Air Downtown Alliance is not responsible for your personal items.



# Volunteer Alcohol Distribution Liability Agreement

The Bel Air Downtown Alliance sells tickets for beer and wine at designated events. We have obtained a special liquor license from the Harford County Liquor Control Board. The serving and consumption of alcoholic beverages is controlled by State and County law. In order to make sure that you are aware of the legal requirements and policies established by the Beverage Sales Committee please read and sign agreement.

1. ALL VOLUNTEERS will receive an orientation of event procedures. ALL VOLUNTEERS need to please check in at your designated area. The areas where beer and wine are served will be blocked off by metal barricades and the Entrances/Exits will be managed by Security. No one is permitted to take beer or wine outside of the fenced area.
2. All Beverage Sales & Ticket Seller Volunteers must be 21 years of age or older, and you must have your ID with you.
3. ID Checkpoints are at all exits. The ID Checkpoints are managed by Security. These Security personnel are responsible for ID Checks and issuing wristbands.
4. ANYONE purchasing Beer/Wine tickets or ordering Beer/Wine MUST have a wristband. If someone seeking to purchase Beer/Wine tickets or order Beer/Wine WITHOUT a wristband, direct them to one of the ID Checkpoints.
5. You may not consume alcohol before or during your shift.
6. You may consume alcohol after your shift, but you must follow proper ID checking procedures and receive a wristband. If you consume alcohol after your shift, you may not return to serve alcohol, sell tickets or security. You must remove your volunteer identification.
7. Some volunteers must stay in the fenced area until 30 minutes after the event is over to monitor guests who may be lingering and to tell them they cannot take alcohol outside the fenced area. They must consume or dispense drink by no later than 30 minutes when event is ended.
8. If you see anyone consuming alcoholic beverages or attempting to consume alcoholic beverage who appears to be under 21 years of age, please notify the Executive Director, Event & Promotions Director, a Board Member, or a police officer/security volunteer immediately.
9. If you sell tickets, serve someone without a wristband, and/or serve someone that is visibly intoxicated, you can be held responsible for violation of the Liquor Control laws. If you properly check ID and use proper diligence, you will not be responsible even if someone is mistakenly served.
10. If someone has a complaint, immediately inform the Executive Director, Event & Promotions Director, a Board Member, or a police officer. You are not expected to resolve complaints.

