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## Charity Event Instructions for Nonprofits

### **Beer Donations**

Starting January 1st 2014, home brewed beer and homemade wine can be donated to nonprofits for fundraisers. Homebrewers are happy to donate beer for your event. We are passionate about our hobby and love sharing it with other members of our community. Please be aware the beer is a donation, and there should be no form of reimbursement. Homebrewers are legally not allowed to be compensated for their donations.

Donations can only be given to nonprofit organizations, and Sirwisa Brewing Collective members will only donate beer to organizations who have IRS tax-exempted status.

### **California Department of Alcoholic Beverage Control Requirements**

- Homebrewers can pour the beer they donate
- Kegs, growlers, and bottles must be marked as "Homemade Beer"
  - The label must be securely attached
- The Non-profit can advertise the charity event as pouring homebrew
- Besides the nominal paperwork and permitting to hold an event, the homebrewers and non-profit do not need to declare the beer as homebrew to the ABC
- The Non-profit can charge per pour and/or an entry fee
- The ABC recommends that there a separation between commercial and homebrewed beer. This is a recommendation to reduce confusion between what beer for homebrewed and what is commercial.
- Questions about what can legally be done should be directed to the ABC Trade Enforcement division at <http://www.abc.ca.gov/trade/tradeenforcement.html> or (916) 419-2500.

### **Choosing A Date**

We prefer 60 days to brew the beer for your event

## How much beer is needed

- We recommend 2oz or 4oz pours to allow folks to sample a variety of the beers
- Assuming each person attending will have at most 2 pints (8 or 16 pours)
- Homebrewers can provide 5 gallon kegs (40 pints)
  - 80 People = 4 Kegs
  - 120 People = 6 Kegs
  - 160 People = 8 Kegs

## Permits

Instructions <http://www.abc.ca.gov/FORMS/ABC221I.pdf>

Permit <http://www.abc.ca.gov/FORMS/ABC221-2010.pdf>

The non-profit must apply for a special one day permit (form 221)

- The permit application must be signed off by the Sheriff first, followed by the ABC
- The permit application has a \$25 application fee per dispensing station
  - Dispensing stations are considered one if they are within line of sight.
  - Example: 10 jockey boxes spread across two rooms is considered two dispensing stations and would require a \$50 fee
  - The fee must be paid to the ABC as a cashiers check or money order. Check or money is not accepted.
- The nonprofit will need to prove its nonprofit status (tax documentation) to both the Sheriff and the ABC
- The permit application should be submitted no earlier to 30 days before the event, but no later than 10 days before the event

## Event Promotion

Homebrewers serving their beer will want to help promote your event to their friends and fans of their beer. Want our help getting good attendance at your event? Some things to consider:

- Are there links, photos, an event description, or other materials that you can share with homebrewers to help them promote the event?
- Most homebrewers use facebook to promote events through their friend networks. Have you made a facebook event page that homebrewers can easily share with their friends?

## Ticket Sells

Two good companies to work with:

- Eventbrite ( \$0.99 + 5% per ticket when nonprofit proves tax status)
  - <https://www.eventbrite.com/home/>
- Brown Paper Tickets (Attendee pays \$0.99 + 3.5% per ticket, but free for nonprofit)
  - <https://www.brownpapertickets.com/>

## **Equipment**

What will the brewers provide

- Kegs of beer
- Jockey boxes
- CO2 for dispensing
- Beer servers, unless specified otherwise beforehand.

What will need the nonprofit provide

- 15lb of ice per jockey box
- Tables
  - 2 jockey boxes to a table
- 3 Cups per person
  - We recommend smaller cups since we are pouring 4 oz pours
    - [http://www.amazon.com/Eco-Products-EP-CC7-Plain-Cold-Packs/dp/B004NG8EZX/ref=sr\\_1\\_1?ie=UTF8&qid=1385609478&sr=8-1&keywords=EP-CC7](http://www.amazon.com/Eco-Products-EP-CC7-Plain-Cold-Packs/dp/B004NG8EZX/ref=sr_1_1?ie=UTF8&qid=1385609478&sr=8-1&keywords=EP-CC7)
- Dump buckets/tubs
  - We place these under the tables to collect any spilled beer which pouring
- Floor mats (Optional)
  - We place these under the tables and dump buckets to ensure no beer is spilled on the floor

## **Event Parking**

Please provide event parking or parking reimbursement for those who are pouring beer and dropping off equipment.

## **Event Set-up**

Expect brewers to show up 30 minutes before the event.

If possible please provide parking for the brewers so we have space to unload everything close to the event venue. If parking is not available please coordinate an unloading zone and help for quick drop-off of kegs and equipment that is close to the venue.

## **Event Break-down**

Expect brewers to begin break-down after last call. brewers will do their best to clean up the space, but brewers will not be responsible for mopping spilled beer.

## **Volunteers**

There should be volunteers in several roles. Some of these roles are required by the permit. Its best to have volunteers in shifts and allow people to enjoy the event too.

- Security - These people work with police if they arrive and deal with attendees
- Ticket Collection & ID Checkers - All attendees' ID need to be checked and wrist bands issued
- Servers - These people pour beer
- Fixers - People are needed to find items, solve issues, and back up the other roles
- Setup/Tear Down - People are needed to setup and tear down

## **Volunteer Training**

Sirwisa Brewing Collective highly recommends volunteers who are pouring beer for your event complete LEADS training by the California Department of Alcoholic Beverage Control. Its important for your volunteers to understand the legal issues and liability associated with pour beer. The training is 3 hours and is offered in several locations. Learn more about these classes at <http://www.abc.ca.gov/programs/lead.html> .