

## **ABC Guideline for Rentals**

No alcohol is permitted on the Vienna Community Center grounds without prior written approval from the Director of Parks and Recreation or their designee. If approved, the renter must obtain a **One-Day Banquet License** from the Virginia Alcoholic Beverage Control Authority (ABC). A copy of this license must be provided to the **Superintendent of Operations & Historic Preservation**, or their designee, prior to the event. The original license must be posted in the event room on the day of the event. All alcohol must remain inside the designated rental room. *(Renter and Guest Policies & Procedures, Item 8)*

To serve alcohol during your event, follow these steps:

1. Submit a request for approval to serve alcohol to the Director of Parks and Recreation **at least ten (10) business days in advance of the event date.**  
**Email:** [rentals@viennava.gov](mailto:rentals@viennava.gov)
2. If approved, obtain a **One-Day Banquet License** from the Virginia Alcoholic Beverage Control Authority (ABC):  
<https://www.abc.virginia.gov/licenses/banquet-licenses>
3. Once your license is approved, email a copy to the **Superintendent of Operations & Historic Preservation at least three (3) business days in advance of the event.**  
**Email:** [rentals@viennava.gov](mailto:rentals@viennava.gov)
4. It is the renter's responsibility to print and post the original license in the room on the day of the event.
5. All alcohol must remain inside the designated rental room.
6. **Alcohol present in the room without an approved license will result in immediate cancellation of the rental and forfeiture of all fees paid, including the deposit.**