

## **Double Eagle Distributing, Inc. Special Events Guidelines**

Double Eagle is dedicated to helping you meet your special event needs. To that end, Double Eagle maintains equipment that is available upon advance request for your use in events where beer must be served in bulk. Special events require a temporary permit, which can be obtained from the Florida Division of Alcoholic Beverages and Tobacco. We look forward to helping you make your special event a success!

### **Getting Started:**

1. Obtain the appropriate permit from the Division of Alcoholic Beverages and Tobacco ([www.myfloridalicense.com](http://www.myfloridalicense.com)) and provide a copy of the permit to Double Eagle at least ten (10) business days prior to the event (Email: [tori@doubleeagledist.com](mailto:tori@doubleeagledist.com))
2. Obtain a Certificate of Insurance from your insurance provider that lists Double Eagle Distributing, Inc. as "Additional Insured." This certificate must be provided to Double Eagle at least ten (10) business days prior to the event. **[Note that this step is not required if no equipment is being requested from Double Eagle]**
3. Sign and return the attached Double Eagle Special Event Release and Indemnity Agreement and return to Double Eagle at least ten (10) business days prior to the event.

### **Payment Details:**

1. Payment is required at the time of delivery. Double Eagle will only accept check or EFT, not cash.
2. Any open cases or tapped kegs will be applied to the cost of the final invoice.

### **Equipment Details:**

1. For non-profit civic organizations that do not hold an alcohol beverage license, Double Eagle rents refrigerated draft trailers. Please note that draft trailers will require electricity (115 Volt; 20 AMP breaker; electric outlet must be within 60' of unit, *extension cords cannot be used with unit*).
2. Double Eagle provides beer only (keg and package). Other materials (i.e. CO2 propane, and/or cups etc. shall be the responsibility of the event organizer. These materials may also be available for purchase from Double Eagle.
3. Tap handles will be provided by Double Eagle and must be returned upon equipment pick-up or an additional charge of \$25.00 per handle will apply.

4. Special event organizer shall be solely responsible for any damaged, lost or stolen equipment.

**[Continued on Next Page]**

**Double Eagle Distributing, Inc. Special Event Release and Indemnity Agreement**

\_\_\_\_\_, [Insert name of entity obtaining permit] its owners, members, affiliates, agents, employees (collectively the "Event Organizer") agrees to comply with all state and federal laws including but not limited to alcoholic beverage laws.

For and in consideration of the products being provided and/or the use of Double Eagle's equipment, the receipt and sufficiency of which is hereby acknowledged, Event Organizer and its successors and assigns shall fully release, indemnify and hold harmless Double Eagle Distributing, Inc., its owners, affiliates, agents, employees, successors and assigns (collectively "Double Eagle") against any and all claims asserted against Double Eagle in any way related to the providing of alcoholic beverage products and/or related equipment, delivery or set-up services.

Agreed and accepted,

Event Organizer:

Signature of Authorized Representative: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_