



CENTRO DE CONVENCIONES
CARTAGENA DE INDIAS

ANNEX 6

ALCOHOL ENTRY POLICY

GH-CTG-GC-PO-007 | Versión 1 del 17/11/2022

by **HERÓICA**

Compliance with this policy will ensure a smooth event, which involves carrying out the proper planning and coordination for: requesting mixers, preparing tableware, cooling, and responding to contingencies if liquors do not meet legal requirements.

DEFINITIONS:

Illegal alcohol: Illegal alcohol refers to all alcoholic beverages, whether distilled or fermented, that are outside the law due to adulteration, smuggling of finished products or raw materials, illegal artisanal production, tax evasion of local production, or because the alcohol is unsuitable for consumption.

Liquors Corkage fee: It involves the payment for a service that allows the entry of alcoholic beverages into the venue for consumption during the event, which includes the provision of glassware, mixers, ice, and service.

Liquors Rights of Entry fee: It involves the payment for a service that allows the entry of alcoholic beverages into the venue for consumption during the event, but does not include the provision of glassware, mixers, ice, or service.

Reference documents: Law 1816 of 2016

REGULATORY GUIDELINE

Grupo Heroica SAS has implemented measures and controls to prevent the sale of illegal alcohol in the facilities of its operated venues. These measures are outlined in this policy and are mandatory for the organization's staff, as well as clients, suppliers, exhibitors, and service providers who use and consume alcoholic beverages during events.



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None of the guidelines contained in this policy will go against what is established by national legislation. In the event of any changes to national legislation, Grupo Heroica staff will be immediately informed, and they must comply with the current legislation until this policy is adjusted accordingly.

SPECIFIC GUIDELINES

- In the quotation and sales process, the customer must be notified about the requirements for the entry of liquors into the premises and provided with Annex 1 containing the requirements to comply with this policy.
- During the event planning and coordination process, the client must be reminded of the alcohol entry policy.
- All types of alcoholic beverages that enter the venue must have the stamp of the Department where the venue we operate is located, stamps from other departments will not be valid.
 - * The stamp of each of the bottles must be verified through <https://syctrace.org/> by filling in the code or through the “QR -Barcode Scanner” or “Stamp Reader”
- Any imported liquor entering must have the DIAN import stamp and the import footer on the label.
- Any liquor with a damaged label or container, or with signs of adulteration will be prohibited from entering the premises.
- The personnel in charge of receiving the liquors must be trained to identify anomalies.
- The client must notify the event coordinator about the quantities and reference of liquor to be entered at least 48 hours before the start of the event via email.

- In the case of corkage and entry rights fee, the liquors will be received Monday through Friday from 7:00 AM to 11:30 AM and from 2:00 PM to 4:30 PM, with a minimum of 24 hours before the event begins.
- All liquor that enters via corkage and rights of entry must be delivered to the premises' warehouse with a list of products and quantities, and with the purchase invoice.
- This policy also applies to the entry of alcohol into the venue by clients for consumption during the commercial exhibition, courtesy, or hospitality.

LIQUOR RECEPTION PROCESS

Rights of Entry: It is received by the venue's warehouse for verification and once checked, it is delivered to the security area for safekeeping until the day of the event. The alcoholic beverages must be stored in the security center or in the storage area assigned by the area manager, in case it is not possible to store them in the security center.

Corkage: Once the liquor has been received by the warehouse and its condition has been verified, it will be handed over to the F&B Service and stored in the warehouse assigned by the F&B Manager until the event takes place and/or the client receives it.

The warehouse keeper must fill out the Liquors Entry log Form where all incoming liquor will be recorded. This will serve as proof of any anomalies detected.

Additional cost for liquor reception outside the stipulated hours: The entry of alcohol into the venue outside of the stipulated hours for reception and verification will result in an additional charge for the client, corresponding to one (1) 8-hour work shift. This charge will be added to the event's account if there is a balance in favor. If there is no balance, the payment must be made at the time of reception.

If alcohol is delivered outside the established hours and the warehouse is open, the Liquors Entry log Form must be filled out, with a note in the observations indicating that the delivery was made outside the established hours. If the warehouse is closed, the form must be completed by the authorized area that receives the alcohol outside the designated hours.

ADDITIONAL LIQUOR ENTRY

In case the initially provided alcohol runs out, and if the corkage or entry fee is unlimited, the F&B service manager will proceed to review the quantities to be brought in, ensuring that they meet the criteria described in this policy. These additional amounts may not exceed 20% of the initial approved quantity. In case the client hasn't paid for unlimited entry rights or corkage fees, the event coordinator will charge this to the contingency deposit.

In any case, any additional liquor entry will be subject to the availability of mixers or complementary services to provide the service.

ANOMALY REPORT

When anomalies are identified during the alcohol inspection, the CCCI person in charge must notify the security center so that they can contact the National Police at 123, the local health department, or INVIMA at 2948700-2948725 or via email at uri.invima@invima.gov.co.