

# Memo

**To:** Local Liquor Authority  
**From:** Mindy Andis, Town Clerk  
**Date:** 11.4.2025  
**Re:** PEO Chapter AO

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**Request:** The PEO Sisterhood, Chapter AO through its representative Mary Gervais requests a special events liquor license for the PEO Sisterhood, Chapter AO Brunch.

**Recommendation:** PEO representative, Mary Gervais, informed staff that Rolling Fork will cater the brunch event and will serve champagne and orange juice in the form of mimosas. If Rolling Fork is not able to provide the alcohol service, members of PEO will serve. Guests will be limited to two drinks.

Ms. Gervais also confirmed to staff that PEO is aware of their liability as related to alcohol service which was why their event was early in the day and why they are limiting how many drinks a guest may have.

Last, the applicant lists the license time to be from 7:00 a.m. to 4:00 p.m. These times include several hours for set up and clean up. Alcohol will be served for a three-hour window from 11:30 a.m. to 2:30 p.m.

If Council's consensus is to approve the attached application for a special event liquor permit for PEO, Chapter AO's brunch event, the Clerk's Office staff recommends that Council consider requiring a 100% I.D. check. Currently, there are members of PEO has Responsible Service of Alcohol (TiPS) trained, and staff suggests that the Council determine if they comfortable with that.

Council's approval of this special event license will mean that PEO, Chapter AO shall have the authority to serve, sell or distribute malt, vinous and spirituous liquors for on-premises consumption at the December 6, 2025, Brunch event, from 11:30 a.m. to 2:30 p.m.

Even though the applicant is a non-profit organization, it is required to collect and remit sales tax on alcohol sales.

The application is complete, all fees are paid.

Mindy Andis, CMC

Town Clerk