



ONE DAY USE ALCOHOL PERMIT CHECKLIST

Applicant's Name: _____

Organization/ Company: _____

Event Name: _____

Below is a checklist that you need to complete and sign in concurrence with your alcohol permit. All of the checklist items are required to process your permit. Your alcohol permit cannot be processed until we have this completed checklist and proof of insurance.

Please read and indicate that you agree and understand the following:

- Sober bartender/server present _____
NAME OF SERVER &/OR CATERER
- Food Service is available.
- No service to any individual exhibiting symptoms of intoxication.
- Non-alcoholic beverages are available.
- Designated area for alcohol consumption. (Provide a diagram of alcohol service)
- A single entrance/exit and signage stating "No Alcoholic Beverages Beyond this Point" must be clearly displayed.
- Alcohol service to end one hour before close of event.
- Designated event manager (non-drinker over 21) to coordinate with City staff and be spokesperson for event. _____
NAME OF EVENT MANAGER DAY OF PHONE NUMBER
- Alternative transportation available.
- Per PMC 3.24.190, any person violating the conditions of this permit is guilty of a misdemeanor and upon conviction thereof shall be punished by a fine in a sum not to exceed \$500 or by imprisonment in the city jail for a period not to exceed 6 months, or by such fine and imprisonment.

Applicant Signature: _____ Date: _____

FOR OFFICE USE ONLY

- Request Reviewed Liability Insurance Secured

Reviewed By: _____ Date: _____



ALCOHOL QUESTIONNAIRE

In order for your event to have/sell alcohol, the Event Organizer must complete the form below and **must attach an event site plan indicating alcohol service area. This form does not substitute the ABC permit.**

Applicant's Name: _____ Date: _____

Name of Organization: _____

Address: _____

Phone: _____ Email: _____

Event Name: _____

Event Date(s): _____ Location: _____

Type of Event: _____

Number of Attendees: _____ Hours of Alcohol Service: _____ to _____

1. Please check all that apply:
 - a. I am requesting to sell alcohol at the event stated above.
 - b. I am requesting to give alcohol away as a "tasting" at the event stated above.
 - c. I am requesting to serve alcohol as part of a private event stated above.

2. What type of alcohol are you planning to serve? Beer Wine Liquor

3. If conducting an alcohol "tasting" what is the maximum number of drinks per person? _____

4. How many ounces will be served per drink (8oz, 10oz, 12oz)? _____

5. How will the maximum number of drinks per person be monitored?

6. How will IDs be checked?

7. How will the serving area be controlled and monitored?

8. How many security guards will be on site? _____

9. Please indicate that you have attached a site plan indicating the alcohol service area. **Requests without a site plan will be automatically denied.** Site plan attached

FOR OFFICE USE ONLY

Parks, Recreation & Community Services Department	Police Department
<input type="checkbox"/> Request Reviewed	<input type="checkbox"/> Request Approved <input type="checkbox"/> Request Denied
_____ Reviewed By	_____ Reviewed By
_____ Date	_____ Date