

Alcohol Use Request



TERMS AND CONDITIONS OF ALCOHOL PERMIT

2 WEEKS ADVANCE APPLICATION REQUIRED. NO EXCEPTIONS.

In addition to the term and conditions set forth in the Facility Usage Application form, the following will also apply when alcohol is used or consumed under the terms of this permit.

1. The City reserves the right to place restrictions on the use of alcoholic beverages.
2. Applicant must be at least 21 years of age.
3. No one under 21 years of age may consume alcoholic beverages on the premises.
4. **Alcohol may not be served if more than half the party will be minors.**
5. No admission may be charged nor may donations be collected when alcohol is served, unless an OLCC license is obtained.
6. Food must be served in conjunction with alcohol.
7. If the function is open to the public or more than 150 people are in attendance, a security officer may be required.
8. It is the responsibility of the applicant to provide transportation to individuals who are visibly intoxicated or impaired. Visibly intoxicated or impaired shall not be served additional alcohol.
9. Non-alcoholic beverages must be available for those who are serving as designated drivers.
10. An Oregon Liquor Control Commission (OLCC) Special Event License is required if the function is open to the public or if there is an admission charge or solicitation, or if it is not a self-serve bar
11. Approval of this permit allows use or possession of beer and wine only in the parks. Hard liquor is not allowed.
12. Refer to Albany Municipal Code 7.28.100 - 7.28.108.
13. If the applicant fails to obtain an OLCC permit when required, this Alcohol Use Permit will be null and void.

Please Complete the Following:

Name of Organization & Applicant: _____

Address: _____ **DOB** _____ **Photocopy of ODL Attached** _____

Home Phone: _____ **Work Phone:** _____ **Cell Phone:** _____

Date Requested: _____ **Time(s) Requested:** _____ **Email address:** _____

Name of Facility/Park: _____

<p>Type of Event</p> <input type="checkbox"/> Party <input type="checkbox"/> Picnic/Barbecue <input type="checkbox"/> Graduation <input type="checkbox"/> High School <input type="checkbox"/> College <input type="checkbox"/> Dance <input type="checkbox"/> Band/Concert <input type="checkbox"/> Admission charged <input type="checkbox"/> Sale of Food <input type="checkbox"/> Sale of Products <input type="checkbox"/> Donation solicited <input type="checkbox"/> Product Promotion <input type="checkbox"/> Other (please specify) _____ _____ _____	<p>Attendees</p> <input type="checkbox"/> Friends <input type="checkbox"/> Family <input type="checkbox"/> Co-workers <input type="checkbox"/> Other (please specify) _____ _____ _____	<p>_____ Approx. Number of Attendees _____ Number of Minors _____ Number of Adults</p>
	<p>Type of Alcohol Service</p> <input type="checkbox"/> Host provided/served <input type="checkbox"/> Guest provided/self-serve <input type="checkbox"/> Sales <input type="checkbox"/> Other (please specify) _____ _____ _____	<p>Beverages to be served</p> <input type="checkbox"/> Beer <input type="checkbox"/> Wine <input checked="" type="checkbox"/> No hard liquor allowed Will food be readily available? _____
	<p>Fees</p> <input type="checkbox"/> Alcohol Use Request Application Fee \$20 <input type="checkbox"/> Alcohol Security Deposit \$150	

In submitting this request for approval to serve alcoholic beverages at a City facility, I and the organization I represent, do hereby agree to assume full and sole responsibility for following all prudent state laws and OLCC regulations and hereby indemnify the City of Albany from any and all obligations, legal or otherwise. I agree that violation of any of the rules set forth in the conditions of use is grounds for immediate cancellation of my rental. I understand that if such a violation occurs, I will forfeit all fees and deposits which have been paid.

Signature of Applicant _____ **Date** _____

Routing/Approval		<i>For Parks & Police Use Only</i>	
<input type="checkbox"/> Parks & Recreation _____ <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Police Department _____ <input type="checkbox"/> Approved <input type="checkbox"/> Denied	<input type="checkbox"/> OLCC Permit Required (Applicant's Responsibility) <input type="checkbox"/> Security Officer Required <input type="checkbox"/> Security Bond Required <input type="checkbox"/> Return to P&R attention _____		
Date _____	Date _____	Date _____	
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