

# Alcohol Use Permit



**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. The Director or his/her designees shall have the authority to revoke a permit upon finding a violation.

1. The City reserves the right to place restrictions on the use of alcoholic beverages. Permit applies to identified reserved space.
2. Alcohol is prohibited where otherwise restricted.
3. Applicant must be at least 21 years of age. 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. Approval of this permit allows use or possession of beer and wine only in the parks. Hard liquor is **not** allowed.
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 is suggested.
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. The Parks & Recreation Director must approve the sale of any alcohol in conjunction with a park reservation.
11. 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.
12. No admission may be charged nor may donations be collected when alcohol is served, unless an OLCC license is obtained.
13. If the function is open to the public or if there is an admission charge or solicitation, additional liability insurance is required.
14. Refer to Albany Municipal Code 7.28.100 - 7.28.108.
15. 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:** \_\_\_\_\_ **Copy of Government Issued Photo ID Required**

**Home Phone:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Date Requested:** \_\_\_\_\_ **Time(s) Requested:** \_\_\_\_\_ **Email address:** \_\_\_\_\_

**Name of Facility/Park:** \_\_\_\_\_

<p><b>Type of Event</b></p> <p><input type="checkbox"/> Party</p> <p><input type="checkbox"/> Picnic/Barbecue</p> <p><input type="checkbox"/> Graduation</p> <p><input type="checkbox"/> High School</p> <p><input type="checkbox"/> College</p> <p><input type="checkbox"/> Dance</p> <p><input type="checkbox"/> Band/Concert</p>	<p><b>Attendees</b></p> <p><input type="checkbox"/> Friends _____</p> <p><input type="checkbox"/> Family _____</p> <p><input type="checkbox"/> Co-workers _____</p> <p><input type="checkbox"/> Other (please specify) _____</p>	<p>_____ Approx. Number of Attendees</p> <p>_____ Number of Minors</p> <p>_____ Number of Adults</p>
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**Type of Alcohol Service**

Host provided/served

Guest provided/self-serve

Other (please specify) \_\_\_\_\_

**Special Request: Park & Recreation Director Approval Required**

Admission charged

Sale of Food or Products

Donation solicited

Product Promotion

Sales - OLCC permit required

Other (please specify) \_\_\_\_\_

Will food be readily available? \_\_\_\_\_

In submitting this request for approval to consume or 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** \_\_\_\_\_

<p><b>Routing/Approval</b></p> <p><input type="checkbox"/> Parks &amp; Recreation _____</p> <p style="text-align: center;"><input type="checkbox"/> Approved    <input type="checkbox"/> Denied</p> <p><input type="checkbox"/> Police Department _____</p> <p style="text-align: center;"><input type="checkbox"/> Approved    <input type="checkbox"/> Denied</p>	<p><i>For Parks &amp; Police Use Only</i></p> <p>_____ Date</p> <p>_____ Date</p>	<p><b>Fees</b></p> <p><input type="checkbox"/> Alcohol Use Request Application Fee \$20</p> <p><input type="checkbox"/> Alcohol Security Deposit \$150</p> <p><input type="checkbox"/> OLCC Permit Required (Applicant's Responsibility)</p> <p><input type="checkbox"/> Additional Liability Insurance Required</p> <p><input type="checkbox"/> Security Officer Required</p>
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