

Special Event Permit Supplemental Form for Alcohol at Events

These questions pertain to events that wish to sell/provide alcohol at their requested special event.

A detailed map/diagram of the event shall be attached to permit along with a copy of the catering or alcohol license/permit that the event will be operating under.

- 1) Is this a 21 and older event? _____
- 2) How many security personnel will you have on site during the event and what hours are they scheduled? _____
- 3) Will customers be carded, and wrist banded at the door or at the point of sale? _____

- 4) Does the event have secured boundaries (show on map/diagram) and how are the exits and entrances monitored and secured? _____
- 5) Will you need police on site and how many officers at what times? _____
- 6) What is being served? (beer, wine, liquor ,food)- Is this an exclusive event, certain type or size of beverage? For example: only Miller products served, only 16 oz cans served, only keg beer in clear 12 oz cups.

- 7) What type of liquor license do you have and will be serving under? Please note that if you plan on serving liquor under a caterer’s permit, you must also serve food at the event. _____
- 8) What type of on-sale liquor license will you be requesting? The City may issue Temporary Off-Premise Community Festival Liquor License for certain events on public property. _____

- 9) What is the plan for restrooms? _____
- 10) Will smoking be allowed in or during event/venue?

- 11) Is there music, band, DJ, entertainment? What are the hours of the entertainment?

- 12) Parking – is there enough parking to accommodate the event and what is the backup plan if you have more people attend that expected? Have you made arraignments with surrounding businesses or homeowners if your event will possibly affect or disrupt their business or lives?
