



To Apply for an Alcohol Waiver

1. Please complete the form:

APPLICATION TO SERVE ALCOHOLIC BEVERAGES ON CITY PROPERTY

This form will ask for the following:

- a. Description of the event to be held.
 - b. Children to adult ratio.
 - c. Anticipated attendance.
 - d. How will beverages be served (i.e.: self-serve, catered controlled by assigned volunteer licensed bartender, etc.)
 - e. What type of beverages – beer, wine, hard liquor.
 - f. Date/time and place of event.
 - g. If you have designated drivers identified for those who can't drive.
 - h. The name of your event contact person & phone number.
 - i. Please list any other points that you feel should be known.
2. This application must be submitted to the Port Office no later than the five (5) working days prior to the event. The application will be forwarded to the Police Chief for final approval.
 3. The Applicant must have a copy of the approved facility use permit in their possession showing that the facility has been scheduled and rental fees paid.
 4. The Applicant must provide a copy of the caterer's permit (if required) not less than 2 days prior to the event.
 5. No alcohol may be sold at City facilities unless contracted by a licensed caterer.
 6. No glass containers are allowed.
 7. All parking must be in designated public areas. Please do not park on residential streets.
 8. Consumption of alcohol is to be confined to designated areas.

After submission of the above items to the Port Office, the approval process will take a minimum of five (5) working days

PLEASE PLAN AHEAD AND DON'T WAIT UNTIL THE DAY BEFORE!

Upon approval a call will be made to you. Other requirements may be identified as conditions of the approval, i.e. bonding, security protection, additional damage/cleaning fees or limitations.

We want you to enjoy our facility, but with a degree of control.

THE RESPONSIBILITY AND CONCERN FOR SAFETY IS REALLY YOURS.