

SPECIAL EVENT PERMIT FOR ALCOHOL SALES-LAW ENFORCEMENT RECOMMENDATIONS

NAME OF EVENT: _____ PERMIT# _____

DATES: _____ TIMES: FROM _____ TO _____

- ☐ 1. CHECK IDENTIFICATION. THE USE OF IDENTIFICATION WRIST BANDS WILL BE APPROPRIATE IN SOME SITUATIONS.
- ☐ 2. RESTRICT ALCOHOL SALES AND CONSUMPTION TO DESIGNATED LOCATIONS: _____
- ☐ 3. LIMIT NUMBER OF SERVINGS PER PURCHASE TO: _____
- ☐ 4. USE DISGUISSABLE CUPS OF NO MORE THAN 12 OZ SIZES. BOTTLES AND CANS ARE PROHIBITED.
- ☐ 5. NO SALES OR DELIVERIES TO OBVIOUSLY INTOXICATED INDIVIDUALS.
- ☐ 6. OFFER NON-ALCOHOLIC BEVERAGES AS PROMINENTLY AS ALCOHOLIC BEVERAGES.
- ☐ 7. REQUIRE ALCOHOL SERVER TRAINING FOR ALCOHOL SERVERS AND EVENT STAFF.
- ☐ 8. STOP ALCOHOL SERVICE AT LEAST ONE-HALF HOUR BEFORE EVENT CLOSING.
- ☐ 9. RESTRICT AGE OF SERVERS TO ONLY INDIVIDUALS 21 YEARS OF AGE OR OLDER.
- ☐ 10. HIRE ADEQUATE SECURITY AS DETERMINED BY THE LICENSING AUTHORITY OR THEIR DESIGNEE.
- ☐ 11. REQUIRE MANAGER(S) ON DUTY TO BE PRESENT AT ALL TIMES DURING THE EVENT.
- ☐ 12. EVENT STAFF AND SECURITY SHALL NOT CONSUME ALCOHOL DURING THE EVENT.
- ☐ 13. PROVIDE COPIES OF EVENT POLICIES TO ALL EVENT STAFF. SUBMIT POLICIES WITH PERMIT APPLICATION.
- ☐ 14. MANDATORY STAFF MEETING TO EXPLAIN POLICIES, PROCEDURES, LAWS, AND THESE REQUIREMENTS.
- ☐ 15. MAINTAIN AN ACCURATE INCIDENT LOG FOR THE EVENT.
- ☐ 16. MONITOR GROUNDS FOR SUSPICIOUS ACTIVITIES AND REPORT TO LOCAL LAW ENFORCEMENT AS NEEDED.
- ☐ 17. LIMIT OR PROHIBIT BRAND SPONSORSHIP AND PROMOTION.
- ☐ 18. WARNING SIGNS SHALL BE DISPLAYED WITHIN DESIGNATED AREAS, DISCOURAGING UNDERAGE DRINKING AND DRINKING AND DRIVING. DESIGNATED AREAS: _____
- ☐ 19. PERMIT AREAS SHALL BE POSTED. EXAMPLES: "OPEN CONTAINER AREA" "NO ALCOHOL BEYOND THIS POINT"
- ☐ 20. FINAL PERMIT AS WELL AS THESE REQUIREMENTS SHALL BE POSTED PROMINENTLY IN PERMIT AREAS.
- ☐ 21. ADVISE LOCAL LAW ENFORCEMENT AGENCIES OF EVENT DATES, TIMES, AND RESPONSIBLE PARTIES ALONG WITH CONTACT INFORMATION FOR THE RESPONSIBLE PARTIES.

SIGNATURE: _____ DATE: _____

APPROVED BY: _____ DATE: _____