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 Parks & Recreation Director 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. A $10.00 permit fee is due upon approval of the permit for events that are fundraisers or where a charge will be made for beverages or the event.

4. 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.

5. The Applicant must provide a copy of the caterer's permit (if required) not less than 2 days prior to the event.

6. No alcohol may be sold at City facilities unless contracted by a licensed caterer.

7. No glass containers are allowed.

8. All parking must be in designated public areas. Please do not park on residential streets.

9. Consumption of alcohol is to be confined to designated areas.

After submission of the above items to the Parks & Recreation 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 facilities, but with a degree of control.

THE RESPONSIBILITY AND CONCERN FOR SAFETY IS REALLY YOURS.

City of Valdez

APPLICATION TO SERVE ALCOHOLIC BEVERAGES ON CITY PROPERTY

1. Application to be made at least 5 working days prior to the event.
2. The applicant shall file with the P&R Department a copy of the Caterer's permit not less than 2 days prior to the event.
3. The applicant shall pay a permit fee of $10.00 for each day/time if this permit is issued for events that are fund raisers and/or a charge will be made for beverages or the event.

Organization/Activity Information

Date of Application	Organization Name	Phone Numbers Home: Work:		
Organization Mailing Address		City	State	Zip
Individual's Name Making Application		Position in Organization		
Description of Event:				
Date of Event	Beginning Time	Ending time	Estimated # to Attend	
Children to Adult Ratio:	How will beverages be served?			
	Name of Caterer:			
Description of Beverages:	Will a charge be made for beverages/admission? Yes No			
Location of Event:				
Do you have designated drivers identified? Yes No				

The applicant shall save, hold harmless and indemnify the city of Valdez from any claims, law suits or judgments arising from loss, damage to property, or injury to persons from the sale or serving of alcoholic beverages during the above described activity or event.

Applicant hereby represents that he has made a full and complete disclosure of all information which might be pertinent to the city's consideration of this application and that all of the foregoing statements and information are true and correct. Applicant also accepts responsibility for restitution of any damage to facility or equipment, and agrees to abide by all applicable liquor laws & policies of the city.

APPLICANT SIGNATURE:	DATE:
Parks & Recreation Director Approval: Yes No	Police Chief Approval: Yes No
SPECIAL CONDITIONS OF APPROVAL	