

BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT

**7666 NE High School Road
Bainbridge Island, WA 98110
206.842.2306**

ALCOHOL USE PERMIT APPLICATION

(Attach To Facility Rental Application)

Date Submitted: _____

Facility: _____ Room(s) _____

Date of Event: _____ From: _____ am/pm To: _____ am/pm

Name of Host Individual or Organization: _____

Description of Event: _____

Is the event open to the public? Yes___ No___

Is there a charge for admission or service? Yes___ No___

Total number of invitees: _____

Total number of minors invited: _____

Who will provide the liquor? _____

Who will serve the liquor? _____

What type of liquor will be served? _____

In what areas of facility will liquor be consumed? _____

Check other requirements/permissions that apply: (see page 2 for details)

WSLCB Banquet Permit _____

WSLCB Special Occasion License _____

WSLCB Liquor License _____

Certificate of Insurance _____ (required for any rental involving alcohol)

As host, I understand it is my responsibility to ensure that my event complies with all Bainbridge Island Metropolitan Park & Recreation District and Washington State beverage rules and laws, including the prohibition against serving alcohol to any person who is under age 21. I further understand that I along with my organization will be held personally responsible for any alcohol related facility damage occurring during our event. I will be in attendance the entire time liquor is consumed at this event.

Name of Applicant: _____ Phone: _____

Signature of Applicant: _____ Date: _____

Approved: ___ Disapproved: ___ Date: _____

By Executive Director: _____

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Alcohol Use Permit Application Information

Use of alcohol at select District facilities is only permitted when approved by the Executive Director. A \$75 alcohol surcharge will be added to the total rental fee charged for the event. No person under 21 years of age may possess and/or consume alcoholic beverages on any Park District property.

Conditions for Alcohol Use:

1. Person signing the Alcohol Use Permit Application must be present during the entire event.
2. Applicant will be responsible for verifying age of all persons who consume alcoholic beverages.
3. Area of alcohol use will be confined to the area specified in the Facility Use Application.
4. Guests are not to become intoxicated on District property.
5. Guest attendance is by invitation and is not open to the general public.
6. Deviation from approved use will be reported to the Bainbridge Island Police Department.
7. Applicant must provide District with certificate of liability insurance naming the Park District as an additional insured. \$1 million/occurrence, \$2 million aggregate is required. (A list of insurance options is available upon request).
8. Proof of any applicable WSLCB permits and licenses (see below).

Steps to Secure Permission to have Alcohol at your event:

1. When making reservation, complete the following forms:
 - Park District Facility Use Application.
 - Park District Alcohol Use Permit Application.
2. Submit payment at time of reservation for the following:
 - Rental fee and non-refundable \$10 administrative fee.
 - Alcohol surcharge of \$75.
 - Damage/cleaning deposit of \$150, refundable if no repairs or cleaning is needed.
3. Approval of facility rental and alcohol use will be provided within 5 business days of reservation. If denied, a refund of applicable fees paid will be made with the exception of the \$10 administrative fee.
4. Determine if WA State requires a WSLCB permit or license for your event. (check requirements below and online at: <http://liq.wa.gov/licensing/apply-liquor-license>)
5. Two weeks before the event, provide the District with a copy of your insurance certificate and any applicable WSLCB permit or license.

Events Do Not require Proof of Washington State Liquor Control Board Permits when:

- Event is hosted by an individual, not an organization or business entity; and
- Guests are not charged for admission or for anything related to the event; and
- Event could normally be held in the individual's private home, but applicant needs a larger facility or prefers to host it elsewhere; and
- Facility in which the event is held is closed to the general public during the event; and
- There is no business purpose for the event.
- Examples: Birthday party, social gathering of friends or family, small weddings or class reunions.

Events Require Proof of a Washington State Liquor Control Board Banquet Permit when:

- Event is hosted by organizations, societies, or businesses*; and
 - Attendance is by invitation only; and
 - Event is not for business promotions.
- Examples: Company banquets, retirement parties, club events.
(Link to Banquet Permit: <http://liq.wa.gov/licensing/banquet-permits>)

Events Require Proof of a Washington State Liquor Control Board Special Occasion License when:

- Host is a registered non-profit; and
 - Event is for financial gain for the organization.
 - Examples: Fund raising dinners, auctions, wine tastings.
- (Link to Special Occasion License: <http://liq.wa.gov/licensing/special-occasion-licenses>)

*Insurance Information: Businesses may not sell alcohol at a District facility unless in possession of a Washington State Liquor License and a certificate of liability insurance (\$1 million/occurrence, \$2 million aggregate) naming the Park District as an additional insured.