



# Alcohol Use Permit

## TERMS AND CONDITIONS OF ALCOHOL PERMIT - 2 WEEKS ADVANCE APPLICATION REQUIRED.

In addition to the terms and conditions set forth in the Facility Usage Application form, the following will also apply when alcohol is used or consumed under the terms of this permit. The Director or his/her designees shall have the authority to revoke a permit upon finding a violation.

- The City reserves the right to place restrictions on the use of alcoholic beverages. Applications to serve alcohol must be approved by City of Albany Police Department. Refer to Albany Municipal Code 7.28.100 - 7.28.108.
- Permit applies to identified reserved space. Alcohol is prohibited where otherwise restricted.
- Applicant must be at least 21 years of age. No one under 21 years of age may consume alcoholic beverages on the premises.
- Alcohol may not be served if more than half the party will be minors, Food must be served in conjunction with alcohol.
- Approval of this permit allows use or possession of beer and wine only in the parks. Hard liquor is **not** allowed.
- If the function is open to the public or more than 150 people are in attendance, a security officer may be required at renters' expense if determined by the Albany Police Department.
- It is the responsibility of the applicant to provide transportation to individuals who are visibly intoxicated or impaired. Visibly intoxicated or impaired shall not be served additional alcohol.
- Non-alcoholic beverages must be available for those who are serving as designated drivers.
- The Parks & Recreation Director must approve the sale of any alcohol in conjunction with a reservation.
- An Oregon Liquor Control Commission (OLCC) Special Event License is required if the function is open to the public or if there is an admission charge or solicitation, or if it is not a self-serve bar.
- No admission may be charged, nor may donations be collected when alcohol is served, unless an OLCC license is obtained.
- If the function is open to the public or if there is an admission charge or solicitation, additional liability insurance is required.
- If the applicant fails to obtain an OLCC permit when required, this Alcohol Use Permit will be null and void.

### Please Complete the Following:

Applicant Name/Organization: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Primary Contact Phone: \_\_\_\_\_ DOB: \_\_\_\_\_ Copy of Government issued photo ID required

Facility/Park: \_\_\_\_\_ Date requested: \_\_\_\_\_ Time requested: \_\_\_\_\_

### Type of Event:

- \_\_\_\_\_ Party/Graduation
- \_\_\_\_\_ Picnic/BBQ
- \_\_\_\_\_ Dance
- \_\_\_\_\_ Band/Concert

### Attendees:

- \_\_\_\_\_ Family
- \_\_\_\_\_ Friends
- \_\_\_\_\_ Co-workers
- \_\_\_\_\_ Other (please specify) \_\_\_\_\_
- \_\_\_\_\_ Approx. number of attendees
- \_\_\_\_\_ Approx. number of adults
- \_\_\_\_\_ Approx. number of minors

### Type of Alcohol Services:

- \_\_\_\_\_ Host provided/served
- \_\_\_\_\_ Guest provided/served
- \_\_\_\_\_ Other (please specify) \_\_\_\_\_
- \_\_\_\_\_ Will food be available? \_\_\_\_\_

### Special Request: Parks & Recreation Director Approval Required

- \_\_\_\_\_ Admission charged / Donation solicited
- \_\_\_\_\_ Sales – OLCC permit required
- \_\_\_\_\_ Sale of food or product
- \_\_\_\_\_ Other (please specify) \_\_\_\_\_

In submitting this request for approval to consume or serve alcoholic beverages at a City facility, I and the organization I represent, do hereby agree to assume full and sole responsibility for following all prudent state laws and OLCC regulations and hereby indemnify the City of Albany from any and all obligations, legal or otherwise. I agree that violation of any of the rules set forth in the conditions of use is grounds for immediate cancellation of my rental. I understand that if such a violation occurs, I will forfeit all fees and deposits which have been paid.

Signature of Applicant \_\_\_\_\_ Date: \_\_\_\_\_

### Fees:

- \$25 Permit Fee
- \$500 Refundable Deposit -Senior Center
- \$150 Refundable Deposit – Park Rental

### Routing/Approval:

- Parks & Recreation \_\_\_\_\_  Approved  Denied Date: \_\_\_\_\_
- Police Department \_\_\_\_\_  Approved  Denied Date: \_\_\_\_\_