



Town of Gilbert • Parks and Recreation Department

ALCOHOLIC CONSUMPTION ON TOWN PROPERTY PERMIT APPLICATION

Please Note: This application is to be used for obtaining approval to consume alcohol on Town of Gilbert property as part of a **facility rental for private events (not open to the public) or as part of a Special Event at an approved special event site in the park.** No selling of alcohol or tickets to this rental will be permitted. Please see item #10 of the Alcoholic Beverage Rules and Regulations for State regulation/Permit for Sale of Alcohol.

Name/Group: _____ Application Date: _____

Facility/Event Site Park Permit #: _____

Name of Facility/Event Site Park Booked: _____

Purpose of Gathering: _____ Estimated Attendance: _____

Date permit is requested for: _____ Time(s) Requested (From-To): _____

***Date and Time requested should include the entire time the alcohol will be present on site.
Please make sure you have secured the park or facility prior to filling out this application.***

Person Responsible for the Group (must be 21 years or older): _____

Address: _____ City: _____ Zip: _____

Phone: _____ Email: _____

Initial Below

_____ I have received and read the *Alcoholic Consumption Rules and Regulations* for Town of Gilbert Parks and Recreation facilities.

_____ I agree to comply with all policies contained in the *Alcoholic Consumption Rules and Regulations*.

SECURITY REQUIREMENT

The Parks and Recreation staff will contact the Gilbert Police Department to arrange for off-duty police officers on behalf of the Applicant. Costs associated with off duty officers must be paid by the applicant 7 days prior to the event. Cancellation of the event or need for off-duty officers must be made 24 hours business hours prior to event start time. Business hours are Monday-Thursday, 7:00am-6:00pm excluding holidays. Minimum requirement: One officer per 250 guests, @ three hours each.

This is to certify that I have read and understood the facility rules and regulations for the Town of Gilbert. I further agree to be personally responsible for the entire group and agree to abide by all requests of the Town of Gilbert Parks and Recreation Department.

Signature of Request Holder

Date

Parks and Recreation Dept. Approval

Date

OFFICE USE ONLY

Alcoholic Beverage Permit: \$50.00

Confirmation Gilbert PD _____ Number of Officers: _____

Police Officer Fee: (3hr minimum) \$71.00 per hour X _____ hours X _____ # of officers= _____

Total: \$ _____

Insurance Certificate Received: _____

Town of Gilbert • Parks and Recreation Department
ALCOHOLIC CONSUMPTION
(For Recreational Facilities & Special Event Sites)
Rules and Regulations

1. All groups wishing to have alcoholic beverages must complete and submit an *Alcoholic Consumption Permit* application to the Gilbert Parks and Recreation office 60 days prior to the date of the event. A non-refundable alcohol permit fee of \$50 and a refundable security/cleaning deposit of \$50 per rental is required. (Facility/Park rental and personnel fees may also apply. Rates vary based on specific facility requests.) Fees will be collected for the alcohol permit once the application is approved.
2. The permit must be signed by a responsible adult who is 21 years of age or older. The responsible person must be present for the entire event. (For weddings: The bride or groom cannot be the responsible party if they will be leaving before the end of the event.)
3. The permit is valid for the event only, and is restricted to the area(s) of the location as indicated, and to the number in the group as specified on the permit. Alcohol must be confined to the rental location. Consumption of alcohol will not be allowed if another event is scheduled at the location that provides/ allows attendance by any person under the legal age limit for consumption of alcoholic beverages.
4. Insurance will be required from all groups requesting to have alcohol. General liability coverage in the amount of \$1 million each occurrence combined single limit for bodily injury and property damage liabilities and \$2 million aggregate is required. The Town of Gilbert must be named as additional insured under this policy of insurance. Certificates of insurance must be submitted 14 days prior to the event.
5. The permit holder must designate one person (minimum 21 years of age) to oversee control of the alcohol. The permit holder is responsible for the conduct of all group members. The alcohol must be served (and stored) from a bar area by designated servers. There must be a designated bartender/adult (minimum 21 years of age) responsible for serving alcohol at all times.
6. Guests are not permitted to help themselves to alcohol or kegs. Open bottles or cans are not permitted on tables. A second designated server may refill glasses, but these bottles and/or cans must be contained behind the bar. Coolers must be stored behind the bar. Guests are not permitted to bring their own alcoholic beverages.
7. Compliance with serving procedures and control of alcohol will be strictly enforced. Infractions may result in the immediate closing of the event.
8. Alcohol may not be sold (this includes “donation” and ticket sales) without an approved Arizona Department of Liquor, Licenses & Control. The state fee is \$25 per day. (***Note: Only charitable, civic, religious, fraternal, and political organizations may apply for this license. Groups must have been in existence for over five years.**) The state license may be obtained by contacting: Arizona Dept. of Liquor, Licenses & Control, 800 W. Washington Street, 5th Floor Phoenix, AZ 85007. The contact number is (602) 542-5141.
9. All town, county, and state ordinances, laws, and statutes pertaining to alcohol will apply, and are the responsibility of the permit holder(s) to uphold.
10. The Parks and Recreation staff will contact the Gilbert Police Department to schedule off-duty police officers on behalf of the rental applicant. Officers must be scheduled 14 days prior to the event. Confirmation from the Gilbert Police Department must be received by Gilbert Parks and Recreation Department seven days prior to the event, or alcohol will not be permitted. The cost for off-duty officers is \$71.00 per hour per officer. Officers must be on site from the time alcohol is being served until the facility is vacated and closed. The minimum police officer requirement for events serving alcohol is one officer per 250 people, scheduled for a minimum of three hours each. (Exact security requirements for specific events will be determined by the Gilbert Police Department.)
11. The Parks and Recreation Department, or Town designee, reserves the right to revoke permits without notice or to cancel events due to non-compliance with regulations and policies. Special conditions, limitations, and/or requirements in addition to those listed may be required for certain events.

For Special Event Sites only:

- The Parks & Recreation Director or designee shall prepare a recommendation for approval or denial of a Special Event liquor license which will be reviewed by the Town Council within thirty (30) days upon receipt of the application.

For Facilities / Parks only:

- The Parks & Recreation Director or designee will approve or deny the application for an Alcoholic Consumption Permit within seven (7) days upon receipt of the application.
- Instructions from staff members must be followed and facility/park rules must be adhered to. Failure to comply with requests from staff, and/or failure to comply with facility policies may result in the immediate termination of the event.