



Alcohol Use Permit Application

Millersburg City Park

TERMS AND CONDITIONS OF ALCOHOL PERMIT

TWO WEEKS ADVANCE APPLICATION REQUIRED. NO EXCEPTIONS.

The following are conditions Applicant agrees to if granted an Alcohol Use Permit:

- 1) **Prior to the event and at Applicant's cost, Applicant must provide proof of \$2 million general liability insurance coverage per occurrence naming the City of Millersburg as an additional insured.**
- 2) The City reserves the right to place restrictions on the use of alcoholic beverages.
- 3) Applicants for this Alcohol Use Permit must be at least 21 years of age.
- 4) No person under 21 years of age may consume alcoholic beverages in the Millersburg City Park.
- 5) Alcohol may not be served if more than one-half of the attendees will be minors.
- 6) Approval of an Alcohol Use Permit allows malt beverages (beer), wine, and cider as the only forms of alcohol in the Millersburg City Park.
- 7) Food must be served in conjunction with alcohol.
- 8) If more than 150 people are in attendance, Applicant must provide a licensed security officer during the entire event.
- 9) It is the responsibility of the Applicant to provide transportation to individuals who are visibly intoxicated or impaired. Visibly intoxicated or impaired individuals shall not be served alcohol.
- 10) Non-alcoholic beverages must be available for those who are serving as designated drivers.
- 11) The City Manager or Assistant City Manager must approve the sale of any alcohol in conjunction with a Millersburg City Park reservation.
- 12) **An Oregon Liquor Control Commission (OLCC) Special Event License is required if the function has either of the following: 1) There is an admission charge or solicitation to the event; 2) Alcohol is sold at the event. It is Applicant's responsibility to confirm compliance with all OLCC requirements.**
- 13) If the Applicant fails to obtain an OLCC permit when required, any Alcohol Use Permit issued by the City of Millersburg is null and void.
- 14) Applicant understands that any person possessing or consuming alcohol in the Millersburg City Park without a valid Alcohol Use Permit commits a Class C Misdemeanor.

Application: Please complete the following:

Name of Applicant: _____ Organization: _____

Address: _____

DOB: _____ (copy of government issued ID required.)

Phone #: _____ Email: _____

Date(s) of Event: _____ Time(s): _____

Type of event:

Picnic/BBQ	Graduation	Wedding	Dance
Band/Concert	Reunion/Party	Other: Please specify	

Attendees:

Family	Friends	Co-Workers
Other: Please specify		

Attendees: _____ # of Adults _____ # of Minors _____ Total #

Type of Alcohol Service:

Host provided/served	Guest provided / served	Product promotion
*Donation solicited	Sale of food or products	**Sales of alcohol
**Admission charged		
Other: Please specify:		

* Special Request. Must be approved by City Manager or Assistant City Manager.

** Requires approval by City Manager or Assistant City Manager **and OLCC permit**

Will food be available at the event? Yes No

In submitting this request for approval to serve alcoholic beverages at the Millersburg City Park, I and/or the organization I represent, do hereby agree to assume full and sole responsibility for following all prudent state laws, City of Millersburg ordinance, and OLCC regulations and hereby indemnify the City of Millersburg and its agents 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: _____

For City Use Only	
<input type="checkbox"/> Proof of \$2 million general liability insurance coverage per occurrence naming the City of Millersburg as additional insured? <input type="checkbox"/> Fees paid? <input type="checkbox"/> OLCC Permit (Applicant's responsibility)	
Fees	
\$ _____	Non-refundable Alcohol Use Request Application Fee (\$15)
\$ _____	Alcohol Refundable Security Deposit
\$ _____	Total Fees Received
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
_____	_____
City Approval: Signature	Date