



Imperial Beach SPECIAL EVENT FORM

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SPECIAL EVENT AND FACILITY RENTAL ALCOHOLIC BEVERAGE APPLICATION

The City of Imperial Beach may allow the consumption and sale of alcoholic beverages within designated City of Imperial Beach parks and facilities with a One-Day Use Permit in conjunction with a special event or facility rental permit only. The City may provide specified areas where alcoholic beverages may be served at special events in parks and limited occasions in City facilities including wedding receptions, anniversaries, birthday parties and banquets. Those event organizers or groups wishing to consume alcoholic beverages within public parks and facilities must submit an application and adhere to the following provisions established by the City. The City reserves the right to reject any application, modify the policy provisions, or discontinue the policy at any time.

The consumption of alcoholic beverages in Imperial Beach City parks and public facilities may only be allowed by first obtaining written approval (bottom of this form) by City Manager or designee. This form will be supplied by the Parks, Recreation and Community Services Department staff at the time the special event or facility permit is filled out, alcohol at event box is checked on permit application, and an alcoholic beverage permit is requested by applicant.

1. Alcoholic beverage permits must be requested by applicant before permit approval, use of the facility or park, and prior to the function. **This form must be completed by the applicant and returned to the office of the Parks, Recreation and Community Services Department 60 days before the event.**
2. Food and refreshments, including alcoholic beverages, shall be permitted in permitted area(s) only. Alcoholic beverages are not allowed without a permit.
3. Uniformed security guards are required at the expense of the applicant; one (1) uniformed security personnel up to 100 - 150 people (depending on event type and location), additional guards required as number of persons increase.

4. Security Guards will act as security forces and not as identification or age checkers. Additional guards may be required.
5. **No alcoholic beverages shall be served to any person under the age of twenty-one (21) years.**
6. If minors are in possession of alcoholic beverages, or if any event participant(s) appear to be under the influence of alcohol or controlled substance(s) or in possession of illegal drugs, the Permit may be revoked by the City, and the event will be terminated immediately.
7. For the health, safety or welfare of the public, alcoholic beverage service may be terminated at any time by City staff, security, or law enforcement.
8. Alcoholic beverages shall not be purchased or brought into the Park or Facility by anyone other than the person responsible for the activity or a licensed caterer.
9. Alcoholic beverages are not to be consumed outside of the area designated in the Permit or the permitted Park or Facility. Alcohol consumption is strictly limited to the event time and area defined on the approved Permit and must comply with the terms of the ABC Daily On-Sale General License.
10. The alcoholic beverage applicant shall remove all such beverages and empty containers from the premises immediately following the approved function.
11. The sale of alcoholic beverages in Imperial Beach parks and public facilities may only be provided by an approved, licensed caterer, or temporary permit given by Alcoholic Beverage Control (ABC).
12. The applicant shall provide evidence of commercial general liability insurance in a form acceptable to the Risk Manager (and additional coverage(s) as appropriate for the activities of the Park or Facility use), naming the City of Imperial Beach as an additional insured, and with a coverage amount to be determined by the Risk Manager according to the size and risk factors of the event.
13. Commercial general liability insurance (CGL) including liquor liability coverage with a minimum limit of \$2 million per occurrence is required when an event includes alcohol. The liquor liability coverage must be the same as the CGL, i.e., a lower sub-limit will not be accepted.

14. A City Special Event Permit or Facility Permit will be required in addition to the Alcoholic Beverage Permit.

15. The City shall assume the right to make policy changes as deemed necessary.

16. The applicant will sign a defense and indemnification agreement provided by the City and agrees to defend and indemnify the City related to any issues with the event.

I, the undersigned, do hereby agree that I will abide by the policies governing the use of this park/facility and I will be responsible for any damages to the park/facility or equipment caused by the occupancy of our organization to the premises.

Applicant Signature:

Applicant Full Name (Please Print):

Date of Birth: _____ **California Driver's License:** _____

Present Address: _____ **(City, State, Zip Code)**

Telephone Number: _____ **Email:** _____