

## **Guidelines for Serving Alcohol at City of DuPont Parks or Facilities ALCOHOL USE POLICY & REQUIREMENTS**

The City's Municipal Code prohibits alcoholic beverages in our parks and Community Center facilities unless you have received prior permission from the City to serve it.

Only the following City parks and facilities are available for serving alcohol (with prior approval):

Clock Tower Park  
Ross Plaza  
Sellers Park  
Community Center

The State Liquor Act and Criminal Code covers all of our facilities regarding alcohol consumption. This statute allows alcohol to be served under certain circumstances with the permission of the City of DuPont. If you are requesting permission to serve liquor at your event, the following conditions must be met:

- If you intend to serve alcohol at one of the above listed facilities, you must state that in your application and pay the additional alcohol-related fees (below) at the time of submittal for your facility reservation. Approval to serve alcohol is contingent on your completing the steps and fulfilling each of the requirements herein.
- Only beer, wine, and champagne will be allowed to be served at your event if your request is approved. Beer kegs or hard liquor of any kind will not be allowed.
- Alcohol must be kept indoors if held at the Community Center, or must not be allowed outside of the specified area if the event is planned to be held at one of the parks listed above. A sign must be posted saying "NO ALCOHOL BEYOND THIS POINT" at/near the primary points of access.
- The applicant must provide adequate security for the event (which may include fencing if outdoors) as approved by the DuPont Police Department. The event coordinator may be required to hire off-duty DuPont police officer(s) depending on the nature and size of the proposed event.
- Also based on the nature and size of the event, the City may require other City employee(s) to be present (garbage control, etc.). The applicant must compensate the City for all required personnel.
- You must obtain a Banquet Permit or Special Occasion License from the Washington State Liquor Control Board and provide a copy to the City at least **7** business days prior to the event.
- You must post your WSLCB License on site during your event and adhere to all of its conditions. Note: the applicant/responsible party for any WSLCB permit must be 21 years of age or older.
- You are required to provide liquor liability insurance coverage that meets the minimum requirements specified below, in addition to any standard liability insurance requirements.

- You must pay a **\$50 alcohol fee** in addition to any other applicable facility use fees. An additional **alcohol-related damage/cleaning deposit of \$200** in addition to any other facility use deposits. Payment of all applicable fees is required to confirm your facility reservation.
  - If you find that you are not able to complete these steps, you will be eligible for a 50% refund of the additional alcohol fee paid, provided that you notify the City at least **7** business days prior to your event. The required additional alcohol deposit will be refundable.
- Depending on the size and nature of the event, the City may require one or more trained alcohol servers to work the event. A trained server means any person holding a valid Class12 Mixologist Permit issued by the WSLCB.
- You must ensure that alcohol is NOT consumed by minors (age 20 and under).

Having a party or reception where you serve alcohol at a public facility demands responsibilities and permits that must be documented to fulfill legal and liability requirements. Please allow yourself at least 4 weeks for completion of required documents. Without the required certificates of insurance and the appropriate liquor license, alcohol cannot be served at the facility.

It is the responsibility of the event coordinator to ensure compliance all WSLCB and City of DuPont rules, regulations, and permit conditions. An event coordinator must be identified prior to the event and must be onsite at all times during the event.

**Approval Process:** At the time the facility reservation is requested, you must identify that you are requesting approval for alcohol on your application. Please attach a letter explaining the nature of your event and the circumstances under which alcohol will be served. Note that all requirements must be met and the required certificates of insurance must be submitted at least **7** business days prior to your event so that approval from the City can be obtained. When approval has been granted, you can take your paperwork to a State licensed liquor store (for Banquet Permit only) or a State Liquor Control Board Office to purchase the Banquet Permit or Special Occasion License as may be applicable to your type of event.

Below is a summary of minimum additional requirements to serve alcohol at a City of DuPont facility:

<b>Requirement</b>	<b>Purchased From</b>	<b>Fee</b>
1. Banquet Permit or Special Occasion License from WSLCB – required if alcoholic beverages are being served	State Licensed Liquor Store or Washington Liquor Control Board (360) 664-1600	Per WSLCB current fees
2. Alcohol fee (this is in addition to any standard use and reservation fees for the park or facility)	City of DuPont	\$50.00
3. Refundable deposit specifically related to the serving of alcohol (this is in addition to the general deposits for the park or facility)	City of DuPont	\$200.00
4. Additional Alcohol-related Liability Insurance	See <b>Insurance Options</b> below.	Premium Varies

### **Additional Alcohol-related Insurance Requirements:**

- For alcohol related event, you will also need to provide additional Liquor Liability insurance with coverage limits of at least \$1,000,000 per occurrence and \$2,000,000 aggregate.
- The provider must include the City of DuPont as an additional insured for primary and non-contributory limits of liability coverage. Certificates of liability insurance should be issued to the City of DuPont:

City of DuPont  
1700 Civic Drive  
DuPont, WA 98327-9603

A copy may be sent Email to: [TGraves@ci.dupont.wa.us](mailto:TGraves@ci.dupont.wa.us) or fax to (253) 964-3554 to facilitate processing your request to serve alcohol.

**• NOTE: AN ACTUAL COPY OF THE BLANKET ADDITIONAL INSURED POLICY LANGUAGE OR ENDORSEMENT MUST BE ATTACHED TO THE CERTIFICATE OF LIABILITY INSURANCE, AND ORIGINALS MUST BE MAILED TO THE CITY.**

### **Options for Obtaining Insurance**

- If you have existing personal homeowner's or business insurance, provide a copy of this form to your insurance agent or broker, advise that you require additional Liquor Liability coverage (minimum coverage of \$1,000,000 per occurrence, \$2,000,000 aggregate) and ask if they can provide certification of insurance as specified in the **Insurance Requirements** above.
- If your homeowners or business insurance cannot cover the event, separate event insurance will have to be purchased. Listed below are some resources that have in the past provided this kind of insurance for groups or individuals:
  - AWC RMSA  
Telephone: (360) 753-4137  
Email: [RMSA@awcnet.org](mailto:RMSA@awcnet.org)
  - Insure Events  
Website: [www.insureevents.com](http://www.insureevents.com)  
Telephone: (310) 216-9152

Please make sure to begin the process of binding insurance at least 4 weeks prior to your event. All event holders must provide the City with all required Certificates of Insurance at least 7 business days before the event.