



ALCOHOL POLICY & PROCEDURES FOR ROOM RENTALS

Because we are a City Owned building, the consumption of alcohol is prohibited on the grounds (including the building, parking lot and park). In order to have alcohol for events by special exception, there are several things that must be done:

- 1. Get approval from Parks & Recreation Director (Michael Hahm) by writing a letter explaining why you want to serve alcohol at your event (we submit the letter for you)**
- 2. Fill out the permit to serve alcohol (see attached)**
- 3. Obtain insurance (see attached)**
- 4. Obtain an off duty police officer for the event**

Once you have the letter, permit app filled out, proof of insurance and proof of police officer along with our reservation form filled out; bring them to the Hallie Q Brown front office and we will submit everything directly to parks & Recreation. It can take 2-4 weeks to process.