



**CITY OF WENATCHEE
PARKS, RECREATION AND CULTURAL SERVICES
ALCOHOLIC BEVERAGE AREA REGULATIONS**

INTRODUCTION

Alcoholic Beverage Area Regulations have been created to define expectation and address requests for alcohol use in association with events being held in City Parks where City Ordinance bans the consumption and sale of alcohol without an approved Special Event Permit. The Parks, Recreation and Cultural Services Department will accept applications for Alcoholic Beverage Areas at the following park areas:

**Memorial Park
Centennial Park**

Only registered, nonprofit organizations will be considered for approval. These are groups organized and operated for charitable, religious, social, political, educational, civic, fraternal, athletic, or benevolent purposes.

In addition to completing the general Special Event Permit application, organizations seeking permission to serve alcoholic beverages in a City Park must complete the Alcoholic Beverage Area Permit Application, provide all requested information, pay all associated fees and obtain a Special Occasion Permit from the State of Washington Liquor Control Board.

REQUIREMENTS

In addition to the following requirements, the City of Wenatchee reserves the right to place further restrictions on the way in which alcohol is managed at your proposed event.

1.0 FEES/INSURANCE/LIABILITY

- 1.1 All fees associated with this permit application are due at the time of application.
- 1.2 It is illegal for anyone under the age of 21 to consume alcoholic beverages in the State of Washington. As the host organization or authorized representative listed on the Special Event Permit Application, you and/or your organization are legally liable for any consumption and/or possession of alcohol by a minor.
- 1.3 Alcoholic Beverage Area permit applicants must provide to the City proof of commercial general liability insurance coverage of at least \$2,000,000 per occurrence and \$3,000,000 annual aggregate with the City of Wenatchee named by endorsement, as an additional insured. Coverage must be written on an occurrence form by an "A" rated company licensed to conduct business in the State of Washington. Coverage must include liquor liability - including alcohol sales and serving.

Proof of insurance must be provided to the City at the time the Special Occasion Permit is submitted. The coverage shall contain a provision that the City shall receive in writing, at least 30 days' notice of cancellation of the insurance policy.

2.0 OPERATIONS

- 2.1 The sale of alcoholic beverages at the Alcoholic Beverage Area shall be limited to beer, wine and cider.
- 2.2 No one under the age of 21 will be allowed into the Alcoholic Beverage Area, served alcohol or be in possession of alcohol at the event.

- 2.3 All alcoholic beverages must be consumed from single serving paper, waxed or plastic cups no larger than 16 ounces. Styrofoam and glass containers are not permitted. The licensee shall pour the beverage into the cup and the filled cup is to be given only to the purchaser/patron.
- 2.4 If single serve aluminum cans are used to dispense beverages, then by State law, recycling containers must be provided.
- 2.5 Alcoholic beverages must remain within the designated Alcoholic Beverage Area.
- 2.6 The hours of operation of the Alcoholic Beverage Area shall not be longer than 10:00am to 10:00pm with alcohol service discontinued a minimum of 30 minutes before the end of operation.
- 2.7 Security personnel at the entrance shall check identification of all patrons to ensure that minors do not enter the Alcoholic Beverage Area. The Wenatchee Police Department may require additional security measures for the duration of the event, including the presence of commissioned off-duty police officers and/or private security, or other security requirements. The event sponsor is responsible for providing and paying for all security measures required by the City. All false identifications shall be confiscated and provided to law enforcement officers or the Washington State Liquor Control Board (WSLCB).
- 2.8 The organization shall ensure that the operation of the Alcoholic Beverage Area complies with the requirements contained within the City Noise Code (WMC 6A.40).
- 2.9 The organization must provide access to food service and public restrooms during the hours of operation of the Alcoholic Beverage Area.
- 2.10 The organization must provide complete cleanup of the site immediately after the event, including, but not limited to removal of all trash and debris.
- 2.11 All security personnel shall wear clothing that conspicuously identifies them as security personnel, such as clothing displaying the words "SECURITY", "STAFF", or other similar designation in large contrasting letters. Security personnel shall not fraternize with patrons except as necessary to maintain crowd control and perform security duties. Security personnel shall remain at the premises until at least one half hour after closing.
- 2.12 All servers and all security personnel are required to attend training by the WSLCB regarding appropriate service of alcohol and recognition of signs of intoxication. Applicant shall not over serve alcohol to patrons.

3.0 PHYSICAL STRUCTURE

- 3.1 The Alcoholic Beverage Area must be completely fenced with at least a six foot high chain link fencing or forty two (42) inch high picket fence. When the forty two (42) inch tall picket fencing is used, a second forty two (42) inch high picket fence shall be installed around the outside the interior of the fence at least six feet from the interior fence
- 3.2 The City of Wenatchee Fire Marshal establishes the number of required entrances/exits based on the overall size of the fenced area and will establish maximum occupancy based on the proposed square footage, usage and furnishings within the fenced area. The occupancy capacity of the garden shall be clearly posted.
- 3.3 All entrances and exits must be at least four feet wide and free of any obstructions.
- 3.4 Any electrical wiring shall comply with national, state and city electrical codes.

- 3.5 All combustible rubbish shall be stored in non-combustible covered containers.
- 3.6 Advertising posters, banners or other materials may not be placed on the fence. No advertisements of alcohol brands may be displayed. Flags and bunting may be secured to the fences as long as the interior of the Alcoholic Beverage Area is easily visible.
- 3.7 Alcoholic Beverage Areas contained within tents shall comply with all applicable building codes and are subject to inspection by the Building Department.



**CITY OF WENATCHEE
 PARKS, RECREATION AND CULTURAL SERVICES
 ALCOHOLIC BEVERAGE AREA PERMIT APPLICATION**

ORGANIZER CONTACT INFORMATION

Group or Organization: _____ Non-Profit #: _____
 Contact Person Name: _____
 Address: _____ City: _____ Zip: _____
 Phone (Work): _____ (Home): _____ (Cell): _____
 Email: _____

Alcoholic Beverage Area Operator (if different from above): _____
 Address: _____ City: _____ Zip: _____
 Phone (Work): _____ (Home): _____ (Cell): _____
 Email: _____

EVENT INFORMATION

Location of Proposed Event (Please Circle): Memorial Park Centennial Park
 Date of Proposed Event: _____ Hours of Operation: (From) _____ (To) _____
 Description of Proposed Event: _____

Alcoholic Beverage Area Size: _____ Estimated Capacity: _____
 Beverages Sold (Please Circle): Beer Wine Cider
 Type of security and control to be provided: _____

For what charitable or public purpose will the proceeds from the sale be used? _____

ATTACH TO THIS APPLICATION

- Permit Fee
- Copy of the Washington State Liquor Control Board Special Occasion Permit
- Copy of the current non-profit registration
- Copy of the certificate of insurance
- Verification of completion of WSLCB training
- List of beverages being sold. Include serving size, and type of container to be used.
- Detailed site plan that shows: Location and size of Alcoholic Beverage Area including entrances and exits, type and location of barriers, furniture and adjoining uses.

AFFIDAVIT OF APPLICANT

I, _____, do hereby certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief. I also certify that I understand the policies governing the proposed activity; that the Indemnification Agreement signed as part of the Special Event Permit Application also applies to this Permit and that this application is made subject to the policies and rules established by the City of Wenatchee.

Signed Date

OFFICE USE ONLY:

FEES: Amount Paid: _____ Date Paid: _____ Receipt Number: _____
 ROUTING: Building _____ Police _____ Fire _____
 Approved Conditions: _____
 Denied Signature: _____ Date: _____