



## FACILITY RENTAL- APPLICATION TO SERVE ALCOHOL

Alcohol may be served and consumed during rentals and designated special events at the Downtown Gazebo, Josey Ranch Senior Center, Crosby Recreation Center, and A. W. Perry Homestead Museum upon compliance with the terms and receipt of approval of this application. The following requirements shall be complied with in order to obtain permission to serve alcohol at a City facility.

- Approval to serve alcoholic beverages must be requested by submitting a **Facility Rental Application to Serve Alcohol** at the time the facility is being reserved.
- An additional deposit of \$200 is required for events where alcohol is served.
- Alcohol may **only** be brought to a city facility and dispensed by a caterer/contactor/vendor/concessionaire appropriately licensed by the Texas Alcoholic Beverage Commission (TABC). Proof of certification and insurance must be provided to the City not less than 10 days prior to the scheduled event.
  - A list of vendors that have previously submitted proof of approved license and insurance is available.
- **Only beer and wine are allowed. Non-vinous liquors are not allowed.**
- Alcohol shall not be served during the regular operating hours of the City facility where the event is scheduled.
- All dispensing of alcohol must be from an open, formal bar or a designated bar area. The city must approve the location for dispensing alcoholic beverages.
- All persons must dispose of their drink(s) before leaving the rented area(s). At no time shall anyone leave the rented area carrying alcoholic beverages.
- Renter must comply with all applicable TABC requirements, including ensuring that alcohol is not provided to or consumed by minors (persons under the age of 21).

Failure to provide certification and insurance in accordance with the above terms or to comply with any of the requirements set forth herein will result in denial of the application to serve alcohol. The City reserves the right to revoke or suspend an application or approval of an application at any time.

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Address \_\_\_\_\_ Apt# \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Phone # (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_  
Email \_\_\_\_\_ Emergency Contact \_\_\_\_\_

### Event Information:

Facility: \_\_\_\_\_ Downtown Gazebo / \_\_\_\_\_ Carrollton Senior Center/ \_\_\_\_\_ A. W. Perry Homestead Museum  
Date: \_\_\_\_\_ Time \_\_\_\_\_ until \_\_\_\_\_ (include setup & breakdown)  
Type of Function: \_\_\_\_\_  
# of Guests Expected: \_\_\_\_\_ Alcohol Service will be provided by \_\_\_\_\_

By signing below, as the prospective renter of a City facility, I agree to follow the rules, regulations, policies and laws related to alcoholic beverage distribution and consumption. It is my responsibility to secure any necessary permit(s) and adhere to laws and procedures of the Texas Alcoholic Beverage Commission. I also understand and agree to the terms of the City of Carrollton Alcoholic Beverage Policy, including but not limited to the following:

- **Uniformed Police presence is required during all events where alcohol is being served.**
  - The City reserves the right to determine the number of police officers at an event.
  - All police officers used in the facility will be arranged through and provided by the Carrollton Police Department
  - Under all situations, police presence will be required any time alcoholic beverages are served. Officers are required to be present once alcohol service begins and until the end of the contract time.
  - Renter will be responsible for the cost of police personnel, which will be paid directly to the officer at the conclusion of the event.
    - \$40 per hour (\$45 outdoor events) per officer, with a 3-hour minimum.
    - Number of officers required will be determined by the Carrollton Police Department, taking into consideration all aspects of the event.
    - A *Police Officer Request Form* is due to the City at the time of application, but not less than 2 weeks before event date.
  - If additional police officers are required to respond to the event due to a disturbance or more guests attend the event than stated in the application or request form, the renter may be subject to additional charges and/or the approval to dispense alcohol may be revoked.
- **Liability**
  - All renters agree to pay for any damage done to the facility, grounds or furnishings caused by the renter(s), their invitees, guests, caterers, or employees during or arising out of their rental. A signed contract will be required at the time of rental application. If damage should occur, notification will be given to the renter as soon as damages and replacement, repair, and/or cleanup costs have been determined. If replacement, repair, and/or clean up by City of Carrollton staff is required, the renter will be financially responsible for the cost of the replacement, repair and/or clean up not covered by the deposit. The City of Carrollton is not responsible for anyone injured on the premises, personal property left on the site, or rental equipment. The renter understands and agrees that it will hold harmless and indemnify the City for any and all claims or liabilities that may arise from renter's event.
- **Insurance**
  - Either the sponsor of the event or the caterer/contractor/vendor/concessionaire providing alcoholic beverages at the event must carry or obtain a Liquor Liability Addendum to their General Liability Policy and have such policy endorsed to name the City of Carrollton as additional insured on the policy.

**Insurance requirements are as follows:**  
 General Liability Coverage: \$1,000,000 per occurrence, \$2,000,000 annual aggregate  
 G/L must include coverage for the following:  
 Must be on a per occurrence basis  
 Must include Medical Expense limits of not less than \$10,000  
 Personal and Advertising Injury limit of not less \$1,000,000  
 Products and Completed Operations limit of \$2,000,000 aggregate  
 Fire Damage, any one fire limit of \$1,000,000

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**City Use Only**

Staff- initial and Date when each form /documentation is received

_____ Facility Rental Application	_____ Application to Serve Alcohol
_____ Police Officer Request Form	_____ Certificate of Insurance
_____ TABC License	_____ Caterer Agreement and Insurance