

Alcohol Event Application

Section 1: To be filled out by vendor/presenter

Name of Event: _____

Date of Event: _____ Start and End Time of Event: _____

Type of Event: _____ Fundraiser _____ Cultural Event _____ Educational Event

Description of Event: _____

Location of Event: _____

Presenter/Vendor's Name: _____

Street Address: _____

Phone Number: _____ Email Address: _____

How does the availability of alcoholic beverages enhance this event? _____

Who will be serving the alcoholic beverages and what steps are you taking to make sure that no alcohol will be served, distributed, or consumed by persons under the age of 21? _____

Section 2: To be filled out by coordinating employee

Attach Library's certificate of insurance and submit to the Library Director at least 30 days prior to the newsletter copy deadline.

Coordinating Employee Name: _____

Are admission tickets going to be sold ahead of time or at the door?* _____ Yes _____ No

**If tickets are to be sold, City and State licensing is required, as well as a separate Liquor Liability Insurance policy for the special event. The Library shall obtain and pay for these requirements.*

Proposed Cost of Event (vendor charge, supplies, applicable licensing/insurance, etc.): _____

Individual(s) checking IDs (attach BASSET certification): _____

Individual(s) serving alcoholic beverages? (attach BASSET certification): _____

Section 3: Board action

Approved or Denied: _____ Date of Action: _____