



## Special Alcohol Permit

Any person or entity seeking to host an event or rent a Town of Discovery Bay Community Services District (District) facility at which alcohol will be served and/or consumed must complete and submit a Special Alcohol Permit for approval. The applicant understands that completing the Special Alcohol Permit does not guarantee permission to have alcohol during the event. The permit application must be approved by the District prior to your event. It may be approved as is, may require additional conditions or even denied. The applicant must meet all obligations, terms and conditions, rules and regulations as listed on the Special Alcohol Permit.

### Procedure for obtaining approved Special Alcohol Permit

1. Sign and return the Facility Rental Application & Agreement including all rental fees, deposits, & permit fees.
2. Submit the Special Alcohol Permit at least (2) weeks prior to the date of the rental for approval.
3. Provide a Certificate of Insurance that names the "Town of Discovery Bay CSD" as the certificate holder, additional insured and include the additional insured endorsement. Must provide proof of commercial general liability insurance in an amount of not less than \$1,000,000 each occurrence and \$1,000,000 general aggregate at least (10) business days prior to the event.
4. After requirements 1,2, and 3 above have been met the application will be reviewed by the District and a Special Alcohol Permit may be issued.

### Facilities

The following are the District facilities at which the serving or consumption of alcohol may be approved during rental hours with the required permits and fees:

#### Indoor Facilities:

Discovery Bay Community Center's Multi-Purpose Room

Discovery Bay Community Center's Art's Room

#### Outdoor Facilities:

Discovery Bay Community Center's BBQ Area

Discovery Bay Community Center's Event Lawn

### Permits & Fees required to Serve and/or Consume Alcohol at Town of Discovery Bay CSD Facilities

An approved Special Alcohol Permit with a current Certificate of Insurance.

Applicant must pay a (Non-refundable) alcohol fee, in addition to regular facility rental fees. Alcohol permit fees are based on attendance:

1-50 (2 rooms) attendees—\$50

51-100 attendees—\$75

100+ attendees—\$100

A \$20.00/Hour Rental Monitor Fee for rentals or events exceeding 50 attendees in addition to regular

## Rules & Regulations

1. A Facility Attendant will be present during your event as the designated contact person for the District for any event exceeding (50) attendees.
2. All guests are required to be able to provide a valid ID to consume alcohol. Guest who cannot provide a valid ID will be acknowledged as a minor. NO EXCEPTIONS! It is illegal to give, serve or sell alcohol to any person under the age of 21. This law also applies to parents and other family members of minors. Any guests providing alcohol to a minor (under the age of 21) will be required to leave the grounds immediately, and the rental may be terminated and rental deposit will be forfeited.
3. Alcohol service includes beer, wine and champagne only. Liquor and other alcoholic beverages are prohibited. (No glass beer bottles)
4. Alcohol may only be brought into a District facility by the person or organization responsible for the rental or by a licensed caterer. Alcoholic beverages are not to be consumed outside the area(s) being rented.
5. All private rental groups must obtain the Special Alcohol Permit and all alcohol service/consumption must comply with the following guidelines.
  - a. Attendance must be by invitation only.
  - b. The event may not be open to the public.
  - c. Alcohol must be free of charge. No separate or additional charge may be made for alcohol, and donations cannot be accepted
6. If event is open to public or a private party wanting to charge a fee for alcohol an ABC permit is required.
7. All rentals with alcohol require a Certificate of Insurance that names the "Town of Discovery Bay CSD" as the Certificate Holder and provides proof of commercial general liability insurance in the amount of not less than \$1,000,000 each occurrence and \$1,000,000 general aggregate. The Town must be listed as Additional Insured.
8. Alcohol service/consumption must stop (30) minutes before the designated end time of the rental.
9. Indoor Facilities— All alcohol must be consumed within the designated rental areas at the Discovery Bay Community Center. Alcohol is prohibited in the parking lot, tennis courts, BBQ area, and swimming pool area.
10. Outdoor Facilities— All alcohol must be consumed in the following designated areas: DBCC BBQ Area— Only in area behind the pool.
11. Discovery Bay Community Center Event Lawn— Back Grass area surrounding grounds

***IF ALCOHOL IS CONSUMED OUTSIDE OF THE DESIGNATED AREAS THE RENTAL WILL BE TERMINATED AND THE RENTAL DEPOSIT WILL BE FORFEITED.***

12. Alcohol will not be permitted for rentals where the guest of honor is a minor or where 50% of the attendees are minors. Any alcohol consumption during these rentals will cause the rental to be terminated and rental deposit will be forfeited.
13. There may be additional requirements for events/rentals with more than (100) attendees including but not limited to necessity of security.
14. Alcohol service/consumption that has not been approved by the District or does not meet the requirements in this permit may result in immediate cancellation of the rental and will forfeit their rental deposit, and/or incur additional fees. The District is not responsible for any loss of the rental expense due to the requirements not being met.
15. It is the responsibility of the event host to fulfill the requirements above. If requirements are not met before, during, or after the rental, the event host will be held accountable to the fullest extent

of the rental agreement, and the rental may be terminated, and rental deposit will be forfeited.



## SPECIAL ALCOHOL PERMIT APPLICATION & AGREEMENT

Today's Date: \_\_\_\_\_ Facility: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Organization Name: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Event Host: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

### Event Host Responsibilities

1. The event host will attend the rental, be the designated contact person for Community Center staff, and be responsible for making decisions regarding the operation of the rental. Because of the event host's responsibilities, the event host shall not be intoxicated at any time during the rental.
2. The event host is responsible for the conduct and behavior of all participants and guests involved in the rental activity, and ensure that no one under the age of 21 will be served/consume alcohol or in possession of alcohol.
3. It is the responsibility of the event host to, 1) ensure the compliance with all of District rules, regulations and permit conditions; 2) provide adequate security and supervision for all persons at the event. The district has the right to shut down and terminate the event if the event sponsor fails to comply with these responsibilities or if any illegal activity occurs at the event. All fees and deposits will be forfeited

NOTE: Rental time begins and ends as time noted above

**The event host agrees to comply with the Terms and Conditions of exhibit B of this permit**

Signature of Event Host: \_\_\_\_\_ Date: \_\_\_\_\_

Permit Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

General Manager

- Permit approved with completion of the requirements listed below
- Special Alcohol permit requirements. (required at least two (2) weeks in advance of the rental)***
- Signed Facility Rental Permit Received
- Certificate of insurance naming the "Town of Discovery Bay CSD" as the certificate holder received
- All fees and deposit paid.
- Other: \_\_\_\_\_

Permit Final Approval: \_\_\_\_\_ Date: \_\_\_\_\_

General Manager