



CITY OF SILVERTON

ALCOHOL PERMIT APPLICATION

LIFE THREATENING EMERGENCIES: Call 911 | PARK ISSUES: M-F, 8-4:30: 503-873-6359 | AFTER HOURS/WEEKENDS: 503-991-9795

PROCESS: An Alcohol Permit will only be issued after all fees are paid, and a Special Event Application has been approved. Application and fee must be received at least 45 days prior to the event. **FEE:** \$50.00 (non-refundable, one-time use) payable at the City Hall Finance Department. Make checks payable to: City of Silverton

ALCOHOL POSSESSION & CONSUMPTION

Alcoholic beverages (distilled spirits), other than beer and wine, are prohibited in Silverton City Parks. Beer and wine may be possessed or consumed within the City parks except upon any street, parking lot, restroom, pathway, playground, swimming pool, community center, neighborhood center, or skate park.

Applicant Name (resident of the City of Silverton)	Contact # Contact #	Email address
Address	City	State & Zip
Date of Birth (must be 21 years old minimum)	Driver License #	Name of Facility/Park
Group/organization Name	Event Date(s)	Start Time End Time
Type of Event	Expected Attendance #	
Type of Liquor being consumed, served and/or sold <input type="checkbox"/> Beer <input type="checkbox"/> Wine (Distilled spirits not permitted)		

POLICE DEPARTMENT: OLCC Permit Required Private Security Officer Required Licensed Alcohol Server Required

Licensed Alcohol Server Name & Number: _____

- *Attach copy of the approved Facility Use Permit and/or Special Event Application
- *Attach copy of Certificate of Liability Insurance including Host Liquor Liability in the amount of \$500,000 per occurrence

Special Event (over 50 participants or if OLCC permit required):

- *Attach copy of Certificate of Insurance for Commercial General Liability Insurance and Liquor Liability in the amount of \$1,000,000 per occurrence

All Certificates of Insurance must name the City of Silverton as an Additional Insured

In submitting this request for approval to serve alcoholic beverages at a City Facility, I and the organization I represent, agree:

1. To assume full and sole responsibility for following the rules and regulations of the City and those of the OLCC;
2. To indemnify the City of Silverton from any and all obligations, legal or otherwise;
3. That violation of any of the rules set forth in the conditions of use is grounds for immediate cancellation of my rental, and if such a violation occurs, I will forfeit all fees and deposits which have been paid;
4. To have this permit available for inspection at the Facility on the date and time of this event;
5. That a police officer will have access to the Facility at any time during the event to check ages of those persons drinking any alcoholic beverage.

Signature of Applicant _____

Date _____

FOR CITY USE ONLY

FINANCE DEPARTMENT: \$50.00 Permit Application Fee (non-refundable) **Date Paid:** _____

CITY MANAGER: Consumption: Approved Denied **Sale:** Approved Denied

Authorized Signature: _____

Date _____

City Manager



CITY OF SILVERTON ALCOHOL PERMIT POLICIES

Please read the following policies and initial at the bottom indicating you have read and accept the policies.

1. All state, county, and City laws (Silverton Code Chapter 5.04.010) in regard to alcoholic beverages will be obeyed.
2. Rules and regulations of the City and those of the Oregon Liquor Control Commission will be followed and that this permit will be available for inspection at the facility on the date and time of the event.
3. Those under twenty-one (21) years of age will not be allowed to consume or possess beer and wine.
4. Permits issued in conjunction with reservations are valid only during the date and time period listed on the reservation permit, and that consumption or sale of alcoholic beverages is allowed only during hours specified.
5. Excessive use of alcohol or sale of alcohol to visibly intoxicated persons is grounds for permit revocation and eviction from City property as well as applicable criminal action.
6. It is not permissible to remove open containers from the premises.
7. Permit Applicant will provide a suitable level of security for the event. Entrance/exit to the beer garden will be manned by paid uniformed security personnel contracted from a professional security company.
8. All laws are strictly enforced. All persons attending a beer and wine function are subject to park policies. Offenders are subject to ejection from the park and/or prosecution. Should persons be ejected from the park or otherwise cited for violations of any activity associated with the beer and wine use, the permit may be revoked by the responding officer, the beer and wine confiscated, and/or the group disbanded. In the event the beer and wine use authorized by this permit results in the violation of any of the permit conditions, the individual representative and the group named on this permit will not be granted another permit for a one year period from the date of the infraction.
9. The following documents must be present on-site during the event:
 - Alcohol Permit
 - Event Application
 - OLCC Permit (if applicable)
10. Participants in the beer and wine function or gathering are expected to leave the area clean and without litter. Failure to do so will constitute a misdemeanor.
11. Permit applications shall be signed by the group representative who will be responsible for the actions of the participants who may be held liable for park damage, restoration, and/or cleanup costs.
12. The Permit Application Fee of \$50.00 must be paid when the completed Alcohol Permit Application is submitted.
13. The City Manager reviews the permit application and recommendations of the Police Department. The City Manager then makes a decision with regard to requirements for on-site security. If the City Manager approves the Alcohol Permit, the permit will be signed and a copy of the signed permit returned to the applicant.
14. The City Manager will approve the permit only when all applicable requirements outlined above are met and the \$50.00 Alcohol Permit Application fee is paid.

Applicant Initials _____