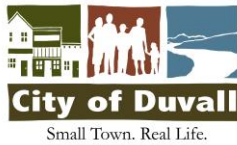


Received Stamp



City of Duvall
P.O. Box 1300
Duvall, WA 98019
Phone: 425-788-1185
Fax: 425-788-8097
bookings@duvallwa.gov

Alcohol Request Form

www.duvallwa.gov

An organization or individual wishing to distribute, serve or consume alcoholic beverages during any use of a City of Duvall owned facility, **MUST** complete and submit this *Alcohol Request Form* for approval. Furthermore, the applicant understands that completing this form **does not guarantee** that you will be able to have alcohol during the event. It is simply a **request** and it **must be approved** by City of Duvall's Facilities Manager prior to the event. Please note that your request may be approved with additional conditions or even denied. The applicant must meet all obligations, rules and regulations set forth on this form.

RULES AND REGULATIONS

1. Alcohol service and consumption is restricted to beer, wine and champagne that is sold commercially. Liquor (i.e. whiskey, scotch, vodka, rum, tequila, etc.) and drinks containing liquor are prohibited.
2. This *Alcohol Request Form* must be received by the City at least 30 days prior to the event. Applicants that schedule an event less than 30 days in advance may not be approved for alcohol. You will be notified approximately 10 days after submitting the *Alcohol Request Form* on the status of your request.
3. A *Washington State Banquet Permit* may be required- ask the Facilities Manager to assist in determining if needed. If required, it must be obtained and displayed in the room during the event. A copy of the permit must be received by the Facilities Manager at least 14 days prior to the event. It is the sole responsibility of the applicant to obtain and post such permit.
4. The applicant shall provide proof of general liability insurance (*Certificate of Insurance*), at least 14 days prior to the event, with minimum limits of \$1,000,000 per occurrence and \$2,000,000 aggregate and name the City as an additional insured by using ISO endorsement CG 20 11 on said policy. The insurance policy shall contain or be endorsed to reflect that the applicant's insurance coverage shall be primary insurance as respect to the City.
5. The use of beer kegs is prohibited.
6. If approved, alcohol consumption is only allowed within the rented facility. Consumption of alcohol is strictly prohibited outside of the buildings, including any parking areas.
7. The applicant is responsible for the conduct and behavior of the participants and guests involved in the rental activity. Underage drinking (under 21 years of age) is strictly prohibited.
8. The applicant is responsible for cleaning of the facility as outlined in the *Facility Use and Rental Policy (Res. No. 19-01)* and the *Rental Exit Checklist* posted at the facility. This cleaning must be completed and the event must vacate the facility by the time listed on the Rental Application Form.
9. Alcohol service is limited to the approved conditions on the reverse side of this *Alcohol Request Form*.
10. Serving alcohol without proper approval, outside the approved conditions, and/or in violation of any of the above rules and regulations may result in the immediate cancellation/shut down of event, forfeiture of Damage Deposit and/or additional fees/penalties and possible denial of any future applications.

FEES AND DAMAGE DEPOSIT

A \$250 refundable damage deposit and a non-refundable \$25.00 application fee will be charged to all applicants wishing to distribute, serve or consume alcoholic beverages. Upon conclusion of the event, the Facilities Manager will determine what amount of the damage deposit, if any, shall be returned to the applicant. The City reserves the right to deduct appropriate fees from the damage deposit to cover expenses related to additional staff time, building/equipment repairs, replacement, cleaning, etc. in relation to the event. Furthermore, the City reserves the right to charge the applicant additional fees should the damage and other charges exceed the amount of the damage deposit paid by the applicant.

STAFFING/SECURITY

The City will determine if additional staff and/or security will be required during the event based upon the presence of alcohol, estimated number in attendance, time of day, etc. **THE APPLICANT WILL BE RESPONSIBLE FOR ADDITIONAL STAFFING AND/OR SECURITY COSTS.**

INDEMNIFICATION AND HOLD HARMLESS

Applicant shall defend, indemnify and hold harmless the City, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out the use of the facilities or from any activity, work or thing done, permitted, or suffered by applicant or applicant's guests in or about the facilities, except only such injury or damage as shall have been occasioned by the sole negligence of the City. Additionally, the applicant has read and understands the requirements of this form and the regulation and rules governing the rental usage of a City of Duvall facility.

Organization Name: _____

Contact Person (please print clearly):

Name: First / Middle Initial / Last _____ Date of Birth Mo/Day/Year _____ Signature (must be at least 21 years of age) _____

Today's Date _____

Address: _____ City: _____ State: _____ Zip: _____

Day Phone: _____ Evening Phone: _____

Event Title: _____ Nature of Event: _____

Which Facility is being rented?

Visitor Center Rose Room Depot Bldg.

Date of Event: _____ Day: M TU W TH F SA SU

Event Time: Start: _____ End: _____

Estimated # of Attendees Total: _____ Under 21: _____

Type of alcohol to be served (check all that apply)

Beer Wine Champagne

Is the event By Invitation Only Open to the Public

Who is providing the alcohol? Rental Group Guests Will Bring Their Own

Will alcohol be sold? No Yes, WSLCB Permit # _____

FOR OFFICE USE ONLY

Received By: _____ Date: _____

1. Are other rentals in building approved to serve alcohol? No Yes From _____ to _____

Location: _____

2. Is a Washington State Banquet Permit required? No Yes

3. Has identification been checked? No Yes

4. Form routed to Police? No Yes

FINAL DETERMINATION

APPROVED DENIED Facilities Manager _____ Date _____