



ALCOHOL BEVERAGE REQUEST FORM (ABRF)

An organization or individual wishing to distribute, serve or consume alcoholic beverages during any use of facilities owned or managed by Si View Metropolitan Park District **MUST** complete and submit this *Alcohol Beverage Request Form (ABRF)* for approval. Furthermore, the applicant understands that completing this *ABRF* **does not guarantee** that you will be able to have alcohol during your event. It is simply a **request** and it **must be approved** by the Director of the Si View Metropolitan Park District (District) prior to your event. Please note that your *ABRF* may be approved with additional conditions or even denied. The applicant must meet all obligations, rules and regulations set forth on this Form. **Please initial next to each rule and regulation indicating that you have read and understand each one.**

RULES AND REGULATIONS

		Initial
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 <i>ABRF</i> must be received by the District at least one (1) month prior to your event. Applicants that schedule an event less than one (1) month in advance may not be approved for alcohol. You will be notified approximately two (2) weeks after submitting the <i>ABRF</i> on the status of your request	
3.	A Washington State Banquet Permit must be obtained and displayed on site during your event. A copy of the permit must be received by the Si View Community Center at least seven (5) days prior to your event. It is the sole responsibility of the applicant to obtain and post such permit.	
4.	The use of beer kegs is prohibited.	
5.	Renter MUST add host liquor liability to their event insurance certificate	
6.	If approved, alcohol is only allowed in the interior of the facility rented and restricted to the areas rented by the renter. Alcohol is prohibited in all other areas of the facility including the grounds and the parking lot, except by permission of the District Director.	
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 the room(s), hallway and bathrooms as outlined in the <i>Rental Information Packet</i> and the <i>Rental Clean-Up Checklist</i> . 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 <i>ABRF</i> .	
10.	Alcohol service must stop at least one (1) hour before the designated end time of your rental and may be requested to be served during the following times: Friday: 6:00pm-11:00pm Saturday: 3:00 pm – 11:00pm Sunday: 1:00 pm – 8:00pm	
11.	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 Alcohol Deposit and/or additional fees/penalties	

FEES AND DAMAGE DEPOSIT

An additional fee of \$50/event is required for all groups under 100 serving alcohol and \$100/event for all groups over 100. A \$250 Alcohol Deposit will be charged to all applicants wishing to distribute, serve or consume alcoholic beverages. Upon conclusion of your event, the District will determine what amount of your Alcohol Deposit, if any, shall be returned to the applicant. The District reserves the right to deduct appropriate fees from the Alcohol Deposit to cover expenses related to additional staff time, building/equipment repairs, replacement, cleaning, etc. in relation to your event. Furthermore, the District 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 District will determine if additional staff and/or security will be required during your rental 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

The applicant shall defend, indemnify, and hold the Si View Metropolitan Park District, its officers, employees, and volunteers harmless from any and all claims, injuries, damages, losses, or suits arising out of, or in connection with, the performance of the Agreement, except injuries and damages caused by the sole negligence of the District. Additionally, the applicant has read and understands the requirements of this form and the regulation and rules governing the rental usage of all facilities managed through Si View Metropolitan Park District.

Signature (must be at least 21 years of age) _____ Name (please print) _____ Date _____

Contact Person (please print): _____

Driver's License #: _____ State: _____ Expiration Date: ____/____/____

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

Day Phone: (____) _____ Evening Phone: (____) _____

Event Title: _____ Nature of Event: _____

DATE OF EVENT: _____ DAY: M TU W TH F SA SU

EVENT TIME Start: _____ End: _____

DESIRED TIME TO SERVE ALCOHOL Start: _____ End: _____

ESTIMATE ATTENDANCE Total: _____ Under 21: _____

TYPE OF ALCOHOL TO BE SERVED (check all that apply)

- Beer Wine Champagne
 Cans Bottles

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: _____

Rental Application Name _____

- Are there Youth activities in the building? No Yes From _____ to _____
Location: _____
- Are other rentals in building approved to serve alcohol? No Yes From _____ to _____
Location: _____
- Is a Washington State Banquet Permit required? No Yes

STAFF RECOMMENDATION

APPROVE contingent upon: **DENY** because:
 Receipt of Washington State Banquet Permit _____
 Payment of fees for staff: _____ hrs x \$18/hr = \$ _____
 Payment of fees for security: _____ hrs x \$ ____/hr = \$ _____
 Other: _____
 Recreation Staff _____ Date _____

FINAL DETERMINATION

APPROVED **DENIED** District Director _____ Date _____