



FACILITY USE PERMIT APPLICATION ALCOHOL REQUIREMENTS FOR HERITAGE HALL AND THE MARINA PARK PAVILION

Alcohol (**beer and wine only – no hard liquor or beer kegs**) is an option for private functions at Heritage Hall or the Pavilion at Marina Park only. It is not allowed at any other location. Alcohol is only permissible if/when all application, site and insurance requirements of the Facility Use Permitting process have been met. Serving alcohol without proper approval and permits, and/or in violation of any city policies and procedures, will result in immediate shut down of the event, may result in police citation, will cause forfeiture of deposits and rental fees, and additional fees may apply.

The following alcohol related restrictions and requirements apply:

- **It is illegal to serve liquor to anyone under the age of 21.**
- The applicant must **not** be in the business of manufacturing, distributing, selling, serving or furnishing alcoholic beverages.
- The sale of alcohol is not permitted. **Cash bars are not allowed.**
- **Alcohol service is limited to beer and wine only. Beer kegs and hard liquor are not allowed.**
- Signage instructing guests regarding allowable alcohol area is required. Signage requirements are detailed below.
- Insurance coverage is required and proof of insurance must be provided during the application process (see Insurance section of Facility Rental Guide). Insurance must be in the name of the renter.
- A copy of a signed Washington State Liquor Control Board Banquet Permit is required. The Banquet Permit must be in the name of the renter.
- The renter is responsible/liable for the conduct and behavior of drinking guests.
- It is recommended alcohol consumption stop a minimum of 1 hour prior to the designated end time of the event as specified on the rental permit.
- Food must be served at events at which alcohol is provided.

Site Requirements for Alcohol

Marina Park Pavilion

- Alcohol must be limited to within the Pavilion only. Alcohol cannot be carried throughout the park, nor can a passer-by be able to access alcohol.
- The Pavilion area must be fully fenced using actual stanchions or true fencing. Ribbon, rope, etc. is not acceptable.
- The fencing must be continuous. Only one supervised 4' entrance/exit is allowed.
- The applicant must attach signs along the fencing at several points informing guests alcohol is allowed within the Pavilion area only (i.e. "No Alcohol Beyond This Point")

Heritage Hall

- Alcohol at Heritage Hall is allowed indoors and on the patio only. Alcohol cannot be carried throughout the park, nor can a passer-by be able to access alcohol.
- The applicant must sign each exit informing guests alcohol is allowed within the Hall and patio only (i.e. "No Alcohol Beyond This Point").

Application Requirements for Alcohol

1. Banquet Permit*

The applicant is required to obtain a Banquet Permit through the Washington State Liquor Control Board and provide a signed copy to the City of Kirkland. The original must be posted onsite during the event. Banquet Permits can be purchased on-line at the Washington State Liquor Control Board website: <http://liq.wa.gov/licensing/banquet-permits>. A Banquet Permit is a Washington State Liquor Control Board permit that allows the service and consumption of liquor at a private, invitation-only banquet or gathering held in a public place or business. Examples include weddings, company banquets, retirement parties, and club, organization or church events. Heritage Hall and the Marina Park Pavilion are public places, therefore a Banquet Permit is required.

- The Banquet Permit must be in the name of the Facility Use applicant.
- Banquet Permits are not valid unless signed and dated. The Banquet Permit must be signed and dated by the applicant before submission to the City.
- A copy of the signed banquet permit is required 30 calendar days prior to the event date or within 30 calendar days of application review, whichever comes first. Scanned and emailed copies of the signed and dated Banquet Permit are acceptable.
- The applicant is to retain the original. The original must be posted on-site during the event.

2. Insurance

The applicant is required to obtain General Liability Insurance and Host Liquor Liability Insurance at the coverage amounts required by the City. The City's insurance requirements are detailed in the Insurance section of the Facility Rental Guide. See the Insurance section for specifics. Insurance requirements must be met by 30 calendar days prior to the event date or within 30 calendar days of application review, whichever comes first. Coverage must be valid through the date of the rental.

When insurance is required, the applicant has **two options**:

- 1. Purchase insurance through One Beacon Entertainment at <http://www.onebeaconentertainment.com>
- 2. Purchase private insurance.

In all cases when insurance is required, the following documents need to be submitted to the City **30 days** prior to the event, or within **30 days** upon submittal of the Facility Use Request form, whichever comes first. If the required documents are not provided by the deadline, the event may be subject to cancellation by the city.

Option 1 – Secure insurance through OneBeacon Entertainment at <http://www.onebeaconentertainment.com>

(There are step by step instructions on the website)

Document(s) required:

- 1) Certificate of Insurance providing proof the following insurance requirements have been met:

- General Liability Insurance
- \$2,000,000 General Aggregate *
- \$1,000,000 Per Person, Per Incident
- City of Kirkland listed as Additional Insured
- Date, time and location of the event

*Note: OBE does not limit general aggregate coverage to \$2,000,000

"N/A" will appear in the general aggregate section on their form.

This is acceptable.

Codes for the OBE website forms:

- KIRKLAND- 0465 plus one of the following facility codes:
 - Heritage Hall – 077
 - Heritage Park – 261
 - Marina Park Pavilion - 079

2) For events with Alcohol:

- The applicant must not be in the business of manufacturing, distributing, selling, serving or furnishing alcoholic beverages, if the tenant or user is actually in the business they **MUST purchase the additional liquor liability coverage for alcohol.**
- The applicant must obtain a Washington State Liquor Control Board Banquet Permit (sold at State Liquor stores) [Home Page - WA State Liquor Control Board](#)
- If the applicant is applying for a *Special Occasion License, they must provide:
 - Host Liquor Liability Coverage
 - Washington State Liquor Control Board Banquet Permit

***Special occasion license** allows a nonprofit organization to sell liquor at a specified date and place. All proceeds from the sale of liquor must go directly back into the nonprofit organization. You can pick up a special occasion license application at any local liquor store or agency, or contact the customer service desk at (360) 664-1600

Option 2 – Secure insurance through a private carrier.

Document(s) required:

- 1) Certificate of Insurance providing proof the following insurance requirements have been met:
 - General Liability Insurance
 - \$2,000,000 General Aggregate
 - \$1,000,000 Per Person, Per Incident
 - City of Kirkland listed as Additional Insured
 - Date, time and location of the event
- 2). Additional Insured Endorsement document providing the City of Kirkland as

Additional Insured

- 3) In the case of providing insurance for use of alcohol at the event, the applicant must also provide:
 - Host Liquor Liability Coverage
 - Washington State Liquor Control Board Banquet Permit

Option 3 – Secure insurance coverage through a contracted vendor.

1. In order to satisfy the insurance requirement, the City requires the applicant to contract with the vendor to provide both the equipment/services and staffing to supervise the use of equipment for the duration of the event.
- 2.
3. The City does not does not provide a pre-approved caterer or bartender list:
Document(s) required
 - 1) A copy of the contract between the vendor and the applicant. It must show the following:
 - The type of equipment and or service rented
 - The date and location of the rental
 - The stipulation for the vendor to provide staff for the equipment operation.
 - In the case of contracting a caterer to serve alcohol, a copy of the caterer's current Liquor License is required. It must be current through the date of the event. This cancels the need for a banquet permit.
 - 2) A copy of the Vendor's Certificate of Insurance providing proof of the following insurance requirements:
 - General Liability Insurance
 - \$2,000,000 General Aggregate
 - \$1,000,000 Per Person, Per Incident
 - Applicant listed as Additional Insured
 - City of Kirkland listed as Additional Insured
 - Date, time and location of the event
 - **Caterer to provide proof of host liquor liability coverage**
 - In lieu of the user of your facility purchasing the additional liquor liability coverage, it is acceptable to have the caterer furnish the liquor liability insurance.
 - 3) **Additional Insured Endorsement document providing proof the City of Kirkland and the Applicant are both listed as Additional Insured (this may require two Endorsement documents – one with the City listed, one with the Applicant listed).**
 - 4) In the case of entertainment vendors a blanket additional insured endorsement and certificate of insurance (if applicable) may be accepted as the Additional Insured Endorsement provided the following apply:
 - The copy of the permit with the entertainment vendor states that the City and Applicant will be an additional insured and
 - The City and Applicant have signed the permit/application

In the case of choosing Option 3 (purchasing insurance through a contracted vendor), it is the **responsibility of the applicant** to communicate the City's requirements to the contractor and to provide the documents listed through the applicant, from the vendor, to the City.

PLEASE NOTE:

The user of the facility still needs to purchase TULIP insurance for general liability **if the vendor does not provide additional insured endorsement documentation providing proof the City of Kirkland and the applicant are BOTH listed as additional insured.**

*A caterer's or bartender's Liquor License can substitute for a Banquet Permit only if the rental applicant is purchasing insurance coverage through the same caterer/bartender. If insurance coverage isn't purchased through the vendor, the requirement the applicant obtain a Banquet Permit remains. If a Liquor License and vendor's insurance is submitted, the applicant is responsible for ensuring the Liquor License and insurance will be valid through the date of the rental and the vendor's insurance coverage meets the City's requirements prior to submitting the vendor's documents to the City. Option 3 of the Insurance Purchase Options, referred to in the Facility Rental Guide, Insurance section, applies in this scenario (see the Insurance section of the Facility Rental Guide).