

**CITY
OF
KIRKLAND**

DEPARTMENT OF PARKS

&

COMMUNITY SERVICES

FACILITY ALCOHOL POLICY

SECTION 1: FACILITY USE PERMITS

1. This alcohol policy applies to private, invitation-only events and events open to the public at its facilities.
2. Any person or entity seeking to host an event at a Parks and Community Services Department (“Parks Department”) facility at which alcohol will be consumed must obtain a Special Alcohol Permit from the Parks Department thirty (30) days prior to the date of the event.
3. All parties wanting a Special Alcohol Permit allowing alcohol consumption in any Parks and Community Services Department facility or park are required to obtain (1) a Park and Community Services Facility Use Permit issued by the Parks and Community Services Department; and (2) a Washington State Liquor Control Board (“WSLCB”) Banquet Permit, or (3) a Washington State Liquor Special Occasion License if applicable, as well as any other permits that may be required under state and local law prior to the date of the event.
4. The following are the City of Kirkland Parks and Community Services Department facilities at which alcohol consumption may be allowed:

North Kirkland Community Center	McAuliffe Park	Heritage Hall
Kirkland Senior Center	Juanita Beach Park	Marina Park

5. Other Parks and Community Services Department locations may be approved at the discretion of the Parks and Community Services Department Director after consultation with the City Manager and City Council.

SECTION 2: PROCEDURES FOR FACILITY USE PERMIT ISSUANCE

1. The City will provide a copy of this policy to the event sponsor along with any other permit application materials.
2. The event sponsor will apply for a Special Alcohol Permit, on forms to be provided by the City, a minimum of thirty (30) days prior to the date of the event. The Director or his or her designee will review the Special Alcohol Permit application and identify any permit conditions that may be necessary or appropriate.
3. The event sponsor will abide by the rules, regulations and conditions set forth in this Policy and in the Parks and Community Services Facility Use Permit and Special Alcohol Permit.
4. The event sponsor must provide a copy of a WSLCB Banquet Permit, where required, along with any other required permits for the event, a minimum of two (2) weeks prior to the event to the Operations Coordinator for the Parks Department. If the Parks and Community Services Facility Use Permit application is complete and all other requirements have been met, the Operations

Coordinator will then issue a Special Alcohol Permit and advise the facility Supervisor of the date, time and nature of the event.

SECTION 3: EVENT REQUIREMENTS

1. The event sponsor (or the person designated in writing by the event sponsor at least two (2) weeks prior to the event) will attend the event, be the designated contact person for City staff and be responsible for making decisions regarding the operation of the event. Because of the event sponsor's responsibilities, the event sponsor shall not be intoxicated at any time during the event.
2. The City may require trained alcohol servers for the event and may specify the minimum number of trained alcohol servers required to work the event. For the purpose of this Policy, "trained alcohol server" means any person holding a valid Class 12 Mixologist Permit issued by the WSLCB. The requirement for trained alcohol servers is at the discretion of the Director of Parks and Community Services.
3. It is the responsibility of the event sponsor to (1) ensure compliance with all WSLCB rules, regulations and permit conditions; (2) ensure compliance with all City rules, regulations and permit conditions; and (3) provide adequate security and supervision for all persons at the event. The City 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.
4. The City may provide a facility attendant to be the designated contact person for the City.
5. The City of Kirkland may require reasonable security measures for the duration of the event. The event sponsor will be responsible for providing and paying for all security measures required by the City.
6. No one under the age of 21 will be served alcohol or be in the possession of alcohol.

SECTION 4: INSURANCE

1. Event sponsors will provide proof of General Liability and Liquor Liability Insurance with the City of Kirkland named as an additional insured. General Liability and Liquor Liability Insurance limits shall be no less than \$1,000,000 per occurrence and \$2,000,000 general aggregate. Only "occurrence based" insurance shall be accepted.
2. Proof of this insurance must be provided to the City of Kirkland at least two (2) weeks prior to the event.
3. The facility use agreement for the event will contain a provision in which the event sponsor holds the City harmless for claims arising from the use of the City facility or the event.