



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.**
- Alcohol is permissible within Heritage Hall, on the north terrace of Heritage Hall (with the terrace stanchioned/fenced) or at the Pavilion (with the Pavilion fully fenced) as described in the "Site Requirements" section below.
- 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 sign the fencing at several points along the fencing with signs that inform 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 north terrace connected to the Hall. It cannot be served or consumed within the Centennial Gardens or Heritage Park.
 - An uninvited guest/passer-by must not be able to access alcohol.
 - If alcohol will be served on the north terrace, the area must be restricted by defining the space through the use of stanchions.
 - The applicant must sign each exit (and the terrace stanchions) with signs that inform guests alcohol is limited to these areas 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 on-site during the event. A purchase of a Banquet Permit can be made 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 60 calendar days prior to the event date. 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 60 calendar days prior to the event date. Coverage must be valid through the date of the rental.

*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 won't be purchased through the vendor, the requirement that 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 that 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).