

**Municipality of Anchorage**  
**EAGLE RIVER/CHUGIAK PARKS AND RECREATION**  
**APPLICATION TO SELL OR SERVE**  
**ALCOHOLIC BEVERAGES ON MUNICIPAL PROPERTY**

**INSTRUCTIONS**

1. Application to be made seven (7) working days or sooner prior to the activity.
2. If applicable, a copy of a Caterer's or Special Events Permit required by AS 04.11.230 or AS 04.11.240 must be filed with Eagle River/Chugiak Parks and Recreation not less than seven (7) working days prior to the activity. Eagle River/Chugiak Parks and Recreation may forward copies of same to the Municipal Manager or designee for additional review.
3. There is a permit fee of \$264.00 for the first day that alcohol permit is in effect. The applicant shall pay a permit fee of \$25.00 for each additional day thereafter that permit is in effect.

(Use tab key to advance to each field)					<b>ORGANIZATION/ACTIVITY INFORMATION</b>	
DATE	ORGANIZATION NAME			TELEPHONE NUMBER(S) (C) (H)		
MAILING ADDRESS			CITY	STATE	ZIP	
INDIVIDUAL'S NAME MAKING APPLICATION			POSITION IN ORGANIZATION			
DESCRIPTION OF EVENT						
WILL ADMISSION BE CHARGED? <input type="checkbox"/> YES <input type="checkbox"/> NO		WILL MERCHANDISE BE SOLD @ THIS EVENT? <input type="checkbox"/> YES <input type="checkbox"/> NO				
DATES(S)		TIME(S) AM PM		TOTAL DAYS/TIMES		
ESTIMATED NUMBER TO ATTEND		DESCRIPTION OF BEVERAGE (S)				
LOCATION OF EVENT						

The applicant shall save, hold harmless, and indemnify the Municipality of Anchorage from any claims, law suits, or judgments arising from loss, to damage property, or injury to persons from the sale or serving of alcoholic beverages during the above described activity or event.

APPLICANT'S SIGNATURE:	DATE SIGNED:
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**MUNICIPAL MANAGER'S OFFICE USE**

* \$25.00 X NUMBER OF EVENT DAY(S) /TIME(S) LISTED ABOVE	*PERMIT FEE DUE	*OTHER FEES THAT APPLY IF APPLICABLE	*TOTAL PERMIT FEE DUE
* \$25.00 x _____ =	+ \$264.00	+ _____	
DATE PAYMENT RECEIVED	AMOUNT RECEIVED	RECEIVED BY	CASH RECEIPT #
			TA NUMBER #

- ☐ APPROVED  
☐ DISAPPROVED

\_\_\_\_\_  
MUNICIPAL MANAGER/DESIGNEE SIGNATURE

DATE SIGNED: \_\_\_\_\_

**SPECIAL CONDITIONS OF APPROVAL (office use only)**

1. **Liability insurance is required** (see notes on next page).
2. Alcoholic beverages must be confined to areas rented.
3. Alcohol waiver and party plan must remain on site for staff enforcement and to resolve conflicts.
4. Future alcohol waivers may or may not be approved.
5. Activities serving alcohol at Municipal facilities will be assessed a **\$264 alcohol permit fee**.

**EAGLE RIVER/CHUGIAK PARKS AND RECREATION**  
**ALCOHOL WAIVER APPLICATION PROCEDURE**

The following items must be presented in order to begin processing your application.

- 1) Type or print all information requested on the form on the previous page.
- 2) **A party plan must be written and attached to the form.** Identify the following points:
  - a) Children to adults' ratio.
  - b) Anticipated attendance.
  - c) How will the beverages be served (i.e.: self-serve [adults 21+ only]; controlled by assigned volunteers; licensed bartender, etc.).
  - d) Type of beverages (i.e. beer, wine and/or champagne) and how served (i.e. bottles, glass, keg, etc.).
  - e) Date/Time/Place of event.
  - f) Identify designated drivers for those too intoxicated to drive, minimum of 2. List their names and phone numbers. (Note: a cab company can be listed, but a minimum of 2 drivers still need to be identified.)
  - g) Event contact person and phone number.
  - h) Any other points that you feel should be known.
- 3) **For individuals:**

A copy of **general liability** insurance policy & a waiver of subrogation at a value no less than **\$1,000,000 per occurrence Bodily Injury Liability and \$300,000 Property Damage Liability (\$1,000,000 BI and PD liability per occurrence)**. This can be attached to a business policy, homeowner's policy, and a renter's policy or obtained separately. The copy of insurance should name the Municipality of Anchorage, Parks & Recreation, 632 W. 6<sup>th</sup> Avenue, Anchorage AK 99501 as an **additional insured**.

**For Company or Organizational gatherings:**

A copy of **liquor liability** insurance policy & waiver of subrogation at a value no less than **\$1,000,000 per occurrence Bodily Injury Liability and \$300,000 Property Damage Liability (\$1,000,000 BI and PD liability per occurrence)**. This policy must show that the insured has **Liquor Liability Coverage, (Host Liquor Liability if selling alcohol)** and should name the Municipality of Anchorage, Parks and Recreation, 632 W. 6<sup>th</sup> Avenue , Anchorage, AK 99501 as an **additional insured**.

Also each policy of insurance required by this section shall provide for a **faxed copy of insured's cancellation notice, within two business days of receipt**, to the Municipality Of Anchorage, Eagle River/Chugiak Parks and Recreation Contracts Administrator. These will be required for **all** events.
- 4) If your event is open to the public, a copy of the approved Alcohol Beverage Control (ABC) Board Special Event permit or Caterer's Permit as required by AS 04.11.230 and AS 04.11.240 must be provided to process a request. The Alcohol Beverage Control Board requires this permit process. For further information, call 269-0350.
- 5) Copy of approved park/facility use permit showing that the facility has been scheduled and approved.

After submission of the above items to the Eagle River Parks & Recreation office, the approval process will take a **minimum** of seven (7) working days. **PLEASE PLAN AHEAD AND DON'T WAIT UNTIL THE DAY BEFORE!** Upon approval, a call will be made to you. If a fee is assessed, payment is due at the time of processing the permit/signature. Other requirements may be identified as conditions of the approval, i.e., bonding, security protection or limitations.

**Phone: 907-343-1500 Fax: 907-694-5010 e-mail: [eagleriverparks@muni.org](mailto:eagleriverparks@muni.org)**

**THE RESPONSIBILITY AND CONCERN FOR SAFETY IS IN YOUR HANDS.**