Anchorage Parks and Recreation
Kincaid Outdoor Center Party Plan

A. Child to Adult Ratio: ____________________________________________________________

B. Anticipated attendance: _____________________________________________________

C. How will alcoholic beverages be served (i.e., self-served, controlled by assigned volunteers, licensed bartender, etc.)? ________________________________________________________________

D. Types of beverages (i.e., beer, wine, champagne) and how they are to be served (bottle, keg, by the glass, etc.): __________________________________________________________________________________________

E. Date/Time/Place of event: __________________________________________________

F. Identify at least two designated drivers (a cab company can be listed, but a minimum of two drivers still need to be listed): __________________________________________________________

   Driver 1: __________________________________ Phone number: ______________________

   Driver 2: __________________________________ Phone number: ______________________

G. Event contact Person: __________________________ Phone number: __________________

H. Any other pertinent information: __________________________________________________

______________________________________________________________________________

*must be turned in with the 1st page of the alcohol waiver and proof of insurance