

**Municipality of Anchorage**  
**PARKS AND RECREATION DIVISION**  
**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 Parks and Recreation not less than seven (7) working days prior to the activity. Parks and Recreation may forward copies of same to the Municipal Manager or designee for additional review.
3. For events that are fundraisers and/or a charge a fee for beverages, the applicant shall pay an additional permit fee of \$25.00 for each additional day/time if this permit is issued

**(Use tab key to advance to each field) ORGANIZATION/ACTIVITY INFORMATION**

DATE	ORGANIZATION NAME (same on your COI & Permit)	TELEPHONE NUMBER(S) (W) (C) (H)		
MAILING ADDRESS	CITY	STATE	ZIP	
INDIVIDUAL'S NAME MAKING APPLICATION & BIRTHDATE		POSITION IN ORGANIZATION		
DESCRIPTION OF EVENT				
WILL ADMISSION BE CHARGED? *SEE INSTRUCTIONS TO # 5 BELOW, 2 <sup>ND</sup> PAGE <input type="checkbox"/> YES <input type="checkbox"/> NO	IS THE EVENT A FUNDRAISER? *SEE INSTRUCTIONS TO # 5 BELOW, 2 <sup>ND</sup> PAGE <input type="checkbox"/> YES <input type="checkbox"/> NO	WILL CHARGE BE MADE FOR BEVERAGES? *SEE INSTRUCTIONS TO # 5 BELOW, 2 <sup>ND</sup> PAGE <input type="checkbox"/> YES <input type="checkbox"/> NO		
DATES(S)	TIME(S) AM PM AM PM	TOTAL DAYS/TIMES		
ESTIMATED NUMBER TO ATTEND	DESCRIPTION OF BEVERAGE (S) (NO HARD ALCOHOL)			

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: \_\_\_\_\_

**MUNICIPAL MANAGER'S OFFICE USE**

*\$25.00 X NUMBER OF ADDITIONAL 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 liability requirements #3 on page 2).
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 division facilities will be assessed a **\$264 alcohol permit fee**. Other fees may also apply. Waivers for lake parks are not granted.

## PARKS AND RECREATION DIVISION

### ALCOHOL WAIVER APPLICATION PROCEDURE

**The following four (4) items must be presented in order to begin processing your application, five (5) if it applies to your type of event.**

- 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:
  1. Children to adults' ratio.
  2. Anticipated attendance.
  3. How will the beverages be served (i.e.: self-serve [adults 21+ only]; controlled by assigned volunteers; licensed bartender, etc.). If self-serve, who is monitoring?
  4. Type of beverages (i.e. beer, wine and/or champagne) and how served (i.e. bottles, glass, keg, etc.).
  5. Date/Time/Place of event.
  6. Identify designated drivers for those too intoxicated to drive, minimum of two (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.**)
  7. Event contact person and phone number.
  8. Any other points that you feel should be known.
- 3) **For individuals:**

A copy of **general liability** insurance policy 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 (**PO Box 196650, Anchorage AK 99519-6650**) as an **additional insured**.

**For Company or Organizational gatherings:**  
If you are not in the business of selling alcohol, host liquor liability policy in the amount of \$1,000,000 per occurrence.  
If you are in the business of selling alcohol, liquor liability policy in the amount of \$1,000,000 per occurrence.  
The host liquor or liquor liability policy shall name the Municipality of Anchorage as an additional insured and contain a waiver of subrogation against the Municipality.
- 4) Copy of approved park/facility use permit showing that the facility has been scheduled and approved.

After submission of the above items to the appropriate district, 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.

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

**(See, Alcohol Waiver Refund Policy on page 3)**

## Alcohol Waiver Refund – Parks and Recreation

Please be aware that refunds/credit may be granted on the alcohol application waiver fee, if the applicant decides not to serve, sell, provide alcohol, nor allow alcohol on the rented premises prior to their event. Applicant/Customer must follow the following procedures for refund/credit consideration:

- 1) Applicant/Customer must submit, in writing, notification to the Parks and Recreation office that issued their permit, a statement that applicant/customer is requesting cancellation of their alcohol waiver. Applicant/Customer must further state in writing that neither the applicant/customer, nor any member attending the event that the alcohol waiver was issued for, will be serving, selling, or providing alcohol, nor will they allow alcohol on the rented premises; and
- 2) The Applicant/Customer's written request must be received in person by Parks and Recreation (facsimiles will not be considered, due to possible transmission errors) no later than a full 48 hours prior to the day of the applicant/customers permitted event. An original receipt of the alcohol waiver permit fee paid by applicant/customer, must accompany the written request for refund/credit consideration; and
- 3) The current fee for the alcohol waiver is \$264.00. Parks and Recreation shall retain a \$50.00 processing fee from the above on any refund/credit to applicant/customer. The maximum amount of refund/credit to an applicant/customer will be \$214.00; and
- 4) Applicant/Customer will be refunded/credited the partial alcohol application waiver fee based on items 1-3 above. Applicant/Customer will be refunded/credited in the same manner that their payment was made (example: if paid by credit card, the credit card will be credited, if paid by check, refund will be made by check, etc.). Please allow 3-6 weeks processing time for checks.

No refund or credit will be given to the applicant/customer for cancellation of alcohol waiver fee without the applicant/customer's compliance of items 1 through 3 above of this refund policy.