

**BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT**

**PO Box 10010**

**Bainbridge Island, WA 98110**

**206.842.2306**

**ALCOHOL USE APPLICATION**

**(ATTACH TO FACILITY RENTAL APPLICATION)**

Date Submitted: \_\_\_\_\_

Facility Name: \_\_\_\_\_

Date of Event: \_\_\_\_\_ From \_\_\_\_\_ am/pm To \_\_\_\_\_ am/pm

Name of Host Individual or Organization: \_\_\_\_\_

Description of Event: \_\_\_\_\_

\_\_\_\_\_

Is the event open to the public? Yes \_\_\_ No \_\_\_

Is there a charge for admission or service? Yes \_\_\_ No \_\_\_

Total number of invitees: \_\_\_\_\_

Total number of minors invited: \_\_\_\_\_

Who will provide the liquor? \_\_\_\_\_

Who will serve the liquor? \_\_\_\_\_

What type of liquor will be served? \_\_\_\_\_

In what areas of facility will liquor be consumed? \_\_\_\_\_

Check other requirements/permissions that apply: (see page 2 for details)

WSLCB Banquet Permit \_\_\_\_\_

WSLCB Special Occasion License \_\_\_\_\_

WSLCB Liquor License \_\_\_\_\_

Certificate of Insurance \_\_\_\_\_

As host, I understand it is my responsibility to ensure that my event complies with all Bainbridge Island Metropolitan Park & Recreation District and Washington State beverage rules and laws, including the prohibition against serving alcohol to any person who is under age 21. I further understand that I along with my organization will be held personally responsible for any alcohol related facility damage occurring during our event. I will be in attendance the entire time liquor is consumed at this event.

Name of Applicant: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_ Disapproved: \_\_\_ Date: \_\_\_\_\_

By Executive Director: \_\_\_\_\_

**Bainbridge Island Metropolitan Park & Recreation District**  
**Alcohol Use Application Information**

Use of alcohol at select District facilities is only permitted when approved by the Executive Director. A \$75 alcohol fee will be added to the total rental fee charged for the event. No person under 21 years of age may possess and/or consume alcoholic beverages on any Park District property.

**Conditions for Alcohol Use:**

1. Person signing the Alcohol Use Application must be present during the entire event.
2. Applicant will be responsible for verifying age of all persons who consume alcoholic beverages.
3. Area of alcohol use will be confined to the area specified in the Facility Rental Application.
4. Guests are not to become intoxicated on District property.
5. Guest attendance is by invitation and is not open to the general public.
6. Deviation from approved use will be reported to the Bainbridge Island Police Department.
7. Applicant must provide District with proof of any applicable WSLCB permits and licenses, and/or insurance requirements. (see below)

**Steps to Secure permission to have Alcohol at your event:**

1. Complete a Park District Facility Rental Application.
2. Complete a Park District Alcohol Use Application.
3. Submit above applications within five days of making reservation.
4. Pay for facility rental plus \$75 alcohol surcharge within 5 days of application approval.
5. Determine if WA State requires a WSLCB permit or license for your event. (check requirements below and online at: <http://liq.wa.gov/licensing/apply-liquor-license>)
6. If applicable, 2 weeks before the event, provide the District with a copy of your WSLCB permit/license and/or insurance certificate.

**Events do not require proof of Washington State Liquor Control Board permits when:**

- Event is hosted by an individual, not an organization or business entity; and
- Guests are not charged for admission or for anything related to the event; and
- Event could normally be held in the individual's private home, but applicant needs a larger facility or prefers to host it elsewhere; and
- Facility in which the event is held is closed to the general public during the event; and
- There is no business purpose for the event.
- Examples: Birthday party, social gathering of friends or family, small weddings or class reunions.

**Events require proof of a Washington State Liquor Control Board Banquet Permit when:**

- Event is hosted by organizations, societies, or businesses\*; and
- Attendance is by invitation only; and
- Event is not for business promotions.
- Examples: Company banquets, retirement parties, club events.

**Events require proof of a Washington State Liquor Control Board Special Occasion License when:**

- Host is a registered non-profit; and
- Event is for financial gain for the organization.
- Examples: Fund raising dinners, auctions, wine tastings.

\*Businesses may not sell alcohol at a District facility unless in possession of a Washington State Liquor License and a certificate of liability insurance (\$1 million/occurrence, \$2 million aggregate) naming the Park District as an additional insured.