



DeKalb County Parks and Recreation Alcohol Use Policy & Guidelines

Use of alcohol on DeKalb County owned and operated property is permitted **by special permit only**. A \$75 alcohol fee must be submitted with your Alcohol Permit Application obtained from the Parks and Recreation Department. **NO CASH ACCEPTED**. Alcoholic beverages other than beer or wine in non-glass containers are prohibited within DeKalb Parks. No person less than 21 years of age may possess and/or consume alcoholic beverages in any area in the park.

DeKalb County Police Department may check on events when alcohol is being served.

Conditions of the Permit:

- 1. Person signing the permit application must be present during the entire event.*
- 2. Permittee will be responsible for verifying age of all person to whom alcoholic beverages are consumed and /or dispersed under the permit.*
- 3. Area of permit use will be confined to the area specified in the permit.*
- 4. All conditions of County policies and procedures must be adhered to.*
- 5. Guest cannot become intoxicated on County property/premises.*

If a caterer is used to dispense alcohol, the caterer must have all required permits and /or licenses. In addition, the caterer must submit a certificate of insurance, demonstrating proof that the caterer has the following coverage's.

Commercial General Liability Liquor Liability

Limits of \$1 Million each Occurrence, \$2 Million General and Products/Completed Operations Aggregates, \$1 Million Person/Advertising Injury Liability/\$50, 000 Fire Damage Legal Liability and \$5,000 Medical Payment Expense.

Liquor Liability

\$1 Million each Occurrence and \$2 Million Aggregate.

Workers Compensation and Employers Liability

Statutory limits and coverage.

DeKalb County shall be listed as additional insured on the Commercial General Liability and Liquor Liability Policies.

Steps to secure Alcohol Permit:

- 1) Organization /group completes a Porter Sanford III Arts and Community Center rental agreement and notifies PSACC staff their intent to serve alcohol
- 2) The PSACC Facility manager will contact and coordinate with Public Safety securing off duty police officer(s) for event.
- 3) Upon confirmation of securing off duty officers by PSACC.
- 4) The Organization /group bring approved PSACC agreement and alcohol application to the Parks and Recreation Office.
- 5) Application is signed by authorized Parks and Recreation staff.
- 6) Organization pays the \$75 fee.
- 7) Organization /group issued the Alcohol Permit.
- 8) Parks and Recreation fax approved Alcohol Permit to the PSACC to Facility Manager.

Note: Organization/groups requesting to sell must adhere to all County and State requirements. PSACC staff will assist in the coordination.



DeKalb County Parks and Recreation Department
 1300 Commerce Drive, Suite 300, Decatur, Georgia 30030
 (404) 371-2711

ALCOHOL PERMIT APPLICATION

Today's Date: _____ Date(s) Requested: _____

Facility Requested: _____

Name of the Individual or Organization: _____

Time: _____ to _____. Host/Person of Responsibility: _____

Mailing Address: _____

Telephone (Home): _____ (Cell): _____ (Work): _____

Purpose of Use: _____

Area(s) of Consumption: _____

Total Participation Expected: _____

INDEMINFICATON/HOLD HARMLESS: *User shall defend, indemnify and hold harmless DeKalb County, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damages to property, which arises out of the use of Premises or from any activity, work or thing done, permitted, or suffered by Use in or about the Premises, except only such injury or damages shall have been occasioned by the sole negligence of the County.*

As Host, I understand it is my responsibilities to comply with all DeKalb County and State of Georgia alcohol beverages laws, including the prohibition against serving alcohol to person who is underage.

 Date: _____

Applicant's Signature

P & R Approved by: _____ Date: _____

For Internal Use PSACC:		
PSACC Approved Application: : Yes ___ No ___ Staff Initials: _____		
PSACC Secured Off Duty Officer(s)	Yes _____ No _____	# of Officers _____
For Internal Use P & R:		
Date Application and payment Received: _____		
Type Payment: Check# _____	Money Order _____	Cashier Check:# _____
Date Deposited: _____	Receipt # _____	Oracle # _____