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. Permitee 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.

Jds:1/13/10
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: ____________________________

**INDEMNIFICATON/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: ______________________

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<tr>
<th>For Internal Use PSACC:</th>
<th>For Internal Use P &amp;R:</th>
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<tbody>
<tr>
<td><strong>PSACC Approved Application:</strong> Yes ___ No ___ Staff Initials:________</td>
<td><strong>Date Application and payment Received:</strong> ______________________</td>
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<tr>
<td><strong>PSACC Secured Off Duty Officer(s)</strong> Yes ______ No ______ # of Officers ______</td>
<td><strong>Type Payment:</strong> Check# ___ Money Order_____ Cashier Check:# ______________________</td>
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<tr>
<td><strong>Date Deposited:</strong>________</td>
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