**THIS FORM MUST BE COMPLETED IF THERE IS ANY CONSUMPTION OR SALE OF ALCOHOL AT THE EVENT.**

**SPECIAL EVENTS LIABILITIES CHECKLIST**

**Alcohol Concessions**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **YES** | **NO** | **N/A** |
| **Will alcoholic beverages be sold at the event?**  *If yes, provide the name of the vendor?* |  |  |  |
| *Comments:* | | | |
| **Have you provided a certificate of liquor liability insurance with the City named as additional insured on the policy in the amount of $1,000,000.00?** |  |  |  |
| *Comments:* | | | |
| **How will you deny entry of intoxicated persons to the event?** |  |  |  |
| *Comments:* |  |  |  |
| **How will the sale and consumption of alcohol be limited to one area?** |  |  |  |
| *Comments:* | | | |
| **Who will be checking photo IDs to verify legal ages?** |  |  |  |
| *Comments:* | | | |
| **What size of containers will be used to serve alcohol?** |  |  |  |
| *Comments:* | | | |
| **Establishing a limit of no more than one drink per person**  **per purchase?** |  |  |  |
| *Comments:* | | | |
| **What is the designated time for the beginning and ending of alcohol sales?** |  |  |  |
| *Comments:* | | | |
| **Will there be access to food at the event to help absorb alcohol?** |  |  |  |
| *Comments:* | | | |
| **Identify how you will encourage designated drivers and arranging for alternative modes of transportation for those who may become intoxicated?** |  |  |  |
| *Comments:* | | | |
| **Sales to people who are obviously intoxicated is prohibited.** |  |  |  |
| *Comments:* | | | |
| **Identify your plan to providing security or law enforcement personnel to deal with intoxicated or unruly attendees?** |  |  |  |
| *Comments:* | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Consumption of alcohol by any servers while working is prohibited.** |  |  |  |
| *Comments* | | | |
| **Training those who serve liquor in alcohol awareness**  **techniques, state law requirements, and how to deal with**  **intoxicated persons?** |  |  |  |