



PARKS AND RECREATION
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Application for Alcohol Permit City of Highland Village

DEFINITIONS:

PUBLIC EVENT: An event is considered public if any of the following apply:

- There is not a finite and/or limited guest list.
- A person of the public may purchase or acquire a ticket for entrance or participation
- A person of the public may attend the event.
- Advertised by website, e-mail, print or radio media to the public.

PRIVATE EVENT: Events are considered private where a limited and finite count of guests is expected. An example would be a wedding, or birthday party, or private reception, which is not open to the public.

TEXAS ALCOHOL AND BEVERAGE COMMISSION (TABC): is a Texas public agency responsible for regulating, inspecting and taxing the production and sale of alcoholic beverages within the state.

APPLICANT PLEASE COMPLETE THE FOLLOWING:

Today's Date: _____

Name of Applicant: _____
(Must be 21 years of age)

Permanent Address: _____

Phone Number: _____ Cell/Other: _____

Date of Birth: _____ Drivers License Number: _____

Name of Business, Person or Legal Entity Represented: _____

Address: _____

Phone _____ E-Mail: _____

Have you or the legal entity represented ever been refused a permit to sell and/or consume alcoholic beverages, including beer, for a one-day special event? _____ Yes _____ No If yes, please provide details and level of offense: _____

Have your or the legal entity represented ever been convicted of a felony or misdemeanor involving moral turpitude? _____ Yes _____ No If yes, provide details and level of offense: _____

EVENT INFORMATION:

Date of Event: _____ Start Time: _____ End Time: _____

Name / Description of Event: _____

Location of Event: _____

Estimated attendance at event: _____ Event/Activity: _____ Public _____ Private

Traffic Plan or Map: _____

If event/activity is private, will alcohol be served by self without charge? _____ Yes _____ No

If event/activity is private, will alcohol be served by a vendor? _____ Yes _____ No. If yes, please list the

vendor: _____

Alcohol will be served: From _____ : _____ p.m. to _____ : _____ p.m. (Sale or service of alcohol must be discontinued 1 hour prior to the scheduled end of the event, unless the event is 3 hours or less.)

Will alcohol be sold: _____ Yes _____ No **NOTE:** It is legal to provide free alcoholic beverages without a TABC permit. However, to be truly "free," it must be available to any adult who walks in the door and requests it. If alcoholic beverages are only available to paying customers, the assumption is that the cost of the alcohol is included in the price of the service. This constitutes a sale of alcoholic beverages, and a TABC permit would be required. When you provide the alcoholic beverage, there cannot be any expectation of receiving money. You cannot ask for a "donation" or "tip." If the drinks will only be available to paying guests, then you will need a permit.

A wedding reception with free drinks is really free. If you buy tickets to attend a charity ball and they serve "free" drinks, those are not really free. If a tip jar sits next to a keg of beer expecting "donations," the beer would not be considered free.

Therefore if alcoholic beverages are given away at the event, and any charge is connected with attendance, including entertainment charges, donations, etc., the alcoholic beverages will be considered to be "sold" and a TABC permit is required.

Alcohol consumption will be restricted to inside of the rental facility, reserved pavilion, or approved special event area and will not be taken out by guests or participants. Alcohol will not be served to an intoxicated person or made available or accessible to persons under the age of 21.

Applicant and/or organization is responsible for an disruptive or irresponsible behavior and may be liable for personal or property damages arising from alcohol use including damages caused by or sustained by an individual who becomes intoxicated and causes damages.

A police officer is required to be on site from the time the alcohol is served/made available until the end of the event for all events at the Duvall Center. Other locations may require an officer based on the event, location and estimated attendance. General requirement is one (1) officer with one additional officer for every 250 attendees. Rate is \$40 per man hour payable after the event. The assigned officer(s) will contact the permit holder in advance of the event to coordinate security.

I _____, certify the above statements and information to be true and accurate.

Applicant Signature

Date

Notary

Date

NOTE:

- The Chief or Police or his designee may in his/her sold discretion suspend or revoke this permit at any time for cause.
- A **non-refundable** Administrative Processing Fee of **\$50.00** must be paid at application time.
- If, required, a copy of the Texas Alcoholic Beverage Commission (TABC) Certificate must be submitted with the Alcoholic Beverage Permit application prior to issuance of a City of Highland Village Alcoholic Beverage Permit.

For Official Use Only:

Fee Paid: \$ _____ Received By: _____ Payment Type: _____ Date: _____

Texas Alcoholic Beverage Commission Certificate Received: _____ Yes _____ No _____ NA

Police Officers Required Public Special Event: No / Yes Total No. of Officers Required: _____

Police Officers Required Private Rental: No / Yes Total No. of Officers Required: _____

Other Conditions / Restrictions:

APPROVED _____ DENIED _____

Chief of Police

Date