



City Clerk's Office
 300 W. Ash, Rm. 206
 P.O. Box 736
 Salina, KS 67402-0736
 (785) 309-5735

<p>For office use only: Licensing Year: _____ License No.: _____ Date Issued: _____</p>

ALCOHOLIC BEVERAGE SPECIAL EVENT RETAILER'S PERMIT

Limited to two (2) events per calendar year.

A permitted Alcoholic Liquor Special Event shall consist of a picnic, bazaar, festival or other similar gathering available to the public of such scope as to constitute a community-wide or regional event but the consumption of alcoholic beverage is not the exclusive or predominant element of the event.

Business/Applicant/Organization Name _____

Business/Organization Address _____ Business Phone _____

Contact Person _____ Phone Number _____

Contact Person Email Address _____

Location name and address of event: _____

Any event involving the sale of alcoholic liquor pursuant to a lawfully issued temporary permit and located upon a City street, alley, road, adjoining sidewalk or City property shall be considered an Alcoholic Liquor Special Event and shall be subject to these review and approval guidelines:

What will the proceeds of the sale of alcoholic liquor be used for _____

How will you (as the event promoter) monitor and prevent possession and/or consumption of cereal malt beverages by a minor?

- ___ By physical separation
- ___ Identification methods and distinctive containers or
- ___ By other means proposed by applicant

If the applicant proposes use of identification methods and distinctive containers:

Describe the method of which service shall be limited to distinctive containers _____

Describe the distinctive containers to be used: _____

Describe the method by which adults and minors will be readily distinguished (i.e. wristbands or similarly distinctive method):

A detailed event description and site plan indicating the following must be submitted with this application:

- Entry & Exit Points
- Description of the signage, barriers or maps which will be used to designate the area in which alcoholic liquor may be consumed;
- Location and method of installation of required signage space no greater than twenty feet (20') apart and placed and installed to insure conspicuous notification of event participants and the public of the following:
 - Alcoholic Liquor available for purchase beyond this point.
 - It is unlawful for an person to possess or consume alcoholic liquor inside the premises of this event that was not sold or provided by the event license holder.
 - It is unlawful to remove any alcoholic liquor from inside the boundaries of this event.

- A representative sample of the required signage to be utilized utilizing easily legible text of a font size of 36 or greater;
- The number and location(s) of all alcoholic liquor sale/distribution points;
- A private security plan commensurate with the size, nature and type of the event which describes staffing to be utilized, staffing numbers, locations and schedule.
- Traffic control plan to prevent vehicular traffic on roadways within the event boundaries.

Date _____ Signature _____

APPLICANT: DO NOT WRITE BELOW THIS LINE

For Office Use Only:

Special Event Permit \$25.00 per day			
Amount \$ _____	Total Paid \$ _____		
Receipt No. _____	Date _____	Received by _____	

Certificate of Zoning

I hereby certify that the above property is presently zoned District _____. The above request (IS / IS NOT) permitted in this district.

Date _____ Zoning Official _____

Certificate of City Manager

Temporary Permit for Event on Specified Public Property

***City Manager approval is required with or without conditions, at the following locations: Jerry Ivey Park, Bill Burke Park, the Berkley Family Recreational Area, Salina Municipal Golf Course, those areas within the Salina Business Improvement District No. 1 owned by the city, the Bicentennial Center, Salina Community Theatre, Smoky Hill Museum, a portion of Memorial Hall leased to Community Access Television of Salina,**

I hereby (APPROVE / DISAPPROVE) this application.

Date _____ City Manager _____

Certificate of City Commission

Temporary Permit for Event including public streets, alleys, roads, highways and/or adjoining sidewalks

***A special event including consumption and possession of alcoholic liquor that is held on public streets, alleys, roads, or adjoining sidewalks located within the Salina Business Improvement District No. 1, Oakdale Park, Jerry Ivey Park, Bill Burke Park or the Berkley Family Recreational Area must be reviewed and approved by the governing body, by ordinance, on the basis of criteria established by Resolution No. 12-6931 of the governing body, with or without conditions.**

I hereby (APPROVE / DISAPPROVE) this application.

Date _____ Mayor _____

*Copy of approved ordinance needs to be attached to this application.