

EVENT _____ DATE _____

LOCATION _____

SPECIAL EVENT POLICIES

ALCOHOL SALES -THE LIQUOR PERMIT HOLDER FOR ALL EVENTS INVOLVING THE SALE OF ALCOHOL WILL BE REQUIRED TO SIGN A "LIQUOR PERMIT HOLDER AGREEMENT" AND ABIDE BY ALL RULES CONTAINED THEREIN. ALL ALCOHOL SALES SHALL END ONE (1) HOUR PRIOR TO THE CLOSE OF THE EVENT. THE NUMBER OF ALCOHOL SALE LOCATIONS AND NUMBER OF BEER TAPS SHALL BE REVIEWED AND APPROVED BY THE POLICE DEPARTMENT PRIOR TO THE EVENT. ALCOHOL SALES SHALL COMPLY WITH ALL STATE AND LOCAL LAWS.

BEVERAGE SALES -ALL BEVERAGES SOLD IN GLASS BOTTLES OR CANS MUST BE POURED INTO A PLASTIC OR PAPER CUP WHEN SERVED. BEVERAGES MAY BE SOLD IN PLASTIC CONTAINERS, BUT THE CAP MUST BE REMOVED AND RETAINED BY THE VENDOR. PLASTIC BEER BOTTLES MAY BE SOLD AND DISPENSED BUT THE EVENT MUST BE ABLE TO SWITCH TO PLASTIC CUPS IF DEEMED NECESSARY BY THE POLICE DEPARTMENT.

VEHICLES -NO VEHICLES WILL BE PERMITTED IN THE EVENT SITE ONE (1) HOUR PRIOR TO START OF AN EVENT. GOLF CARTS ARE ACCEPTABLE FOR TRANSPORTING PEOPLE OR EQUIPMENT DURING THE HOURS OF THE EVENT. THE EVENT PRODUCER SHALL INSURE THE SAFE OPERATION OF THE GOLF CARTS AND SHALL FOLLOW THE DIRECTION OF POLICE AND FIRE DIVISION REPRESENTATIVES.

ALL REQUESTS FOR VARIANCES TO ANY PORTION OF THIS POLICY SHALL BE SUBMITTED IN WRITING TO THE POLICE DEPARTMENT 30 DAYS PRIOR TO THE DATE OF THE EVENT.

SPECIAL INSTRUCTIONS _____

SPECIAL EVENT APPLICANT _____ (signature required) DATE _____

NAME OF ORGANIZATION _____

EVENT LIQUOR SALES
Liquor Permit Holder Agreement

Ohio liquor laws make special provisions that allow nonprofit organizations to obtain temporary liquor permits for the sale of alcoholic beverages at special events. This provision is covered under the F and F-2 Permit. The intent behind the F and F-2 Permit is to allow nonprofit organizations to use the sale of alcoholic beverages to raise funds to support the activities of the organization. As the holder of the temporary permit the nonprofit organization assumes certain responsibilities, legal obligations, and liabilities, some of which as listed below:

- Nonprofit organizations may apply for an F or F-2 Permit. F and F-2 Permits cannot be issued for the profit or gain of a private individual or a "for-profit" organization.
- The permit holder is the responsible party for all aspects relating to F and F-2 Permits and the sale of liquor during the event.
- The permit holder must be the actual body organizing, managing, and selling the alcoholic beverage at the event.
- The permit holder may hire individuals to dispense the alcohol. However, the permit holder is required to participate in the sale and management of the product and assumes responsibility for the actions of hired individuals
- The beer or other alcoholic beverage must be purchased by the permit holder.
- If the holder of the F or F-2 Permit is a different individual or organization from the producer of the event, the liquor permit holder must be a co-applicant on the City of Cincinnati Special Event Permit and other permits necessary for the production of the event.
- The Special Event Permit application must include a listing of the names, addresses, and phone numbers of all officers of the nonprofit organization as well as all such information regarding the individual representing the organization or association on the liquor permit application.
- The Police event detail supervisor must be provided with the name(s) of the organization's on-site liquor manager. The liquor manager must be present during all hours of liquor sales.
- Certificate of liability insurance must be provided to the City of Cincinnati. The insurance must name the City of Cincinnati as additionally insured and be provided to the Police Department's Special Events Unit 10 working days prior to the event.
- All alcohol sale locations and number of beer taps will be reviewed and approved by the Police Department prior to the approval of the Special Event Permit.

Additional information can be obtained from the Ohio Department of Commerce, Division of Liquor Control, 6606 Tussing Road, P.O. Box 4005, Reynoldsburg, Ohio 43068-9005. The permit section can be reached at 614-644-2360 or 614-644-2431. The Cincinnati Police Department Special Events Unit may also be contacted for additional information at 352-4569.

As officer of, _____, I _____
Name of Organization (please print) Name (please print)

_____ hereby agree, that _____, will assume
Title of Office Held (please print) Name of Organization (please print)

the above legal and obligations if granted the City of Cincinnati Special Event Permit.

Applicant Signature _____ Date _____

