



**TOWN OF LEESBURG  
PARKS AND RECREATION DEPARTMENT**

**Alcohol Beverage Use Application/Permit  
For Sponsors of Events and Caterers**

The Alcohol Beverage Use Application Permit is an addendum to the required Facility Rental Agreement for the Department of Parks and Recreation facilities.

Ida Lee Park Recreation Center, Ida Lee Tennis Center, and Olde Izaak Walton Park are owned and operated by the Town of Leesburg, Virginia.

Date of Event \_\_\_\_\_ Time of Event \_\_\_\_\_

Description of Event \_\_\_\_\_

Name of Event Sponsor \_\_\_\_\_

(must be an individual, not an organization)

Organization (if applicable) \_\_\_\_\_

Requested Facility \_\_\_\_\_

Address \_\_\_\_\_

Telephone (w) \_\_\_\_\_ (h) \_\_\_\_\_ (c) \_\_\_\_\_

Email Address \_\_\_\_\_

Caterer \_\_\_\_\_

Contact Name \_\_\_\_\_

Caterer Address \_\_\_\_\_

Contact Phone \_\_\_\_\_

## Terms and Conditions

1. Use, consumption, or possession of alcoholic beverages on Town of Leesburg property shall be in strict accordance with the Virginia Alcoholic Beverage Control Act. A copy of the Caterer's ABC license must be on file with the Parks & Recreation Department at least fourteen (14) days prior to the event. Only beer and wine may be served. Kegs are not allowed.
2. All facility rentals involving alcohol will be conducted from 5:00 p.m. to 10:00 p.m. The service of alcohol must be concluded by 10:00 p.m., unless special permission has been obtained by the Director of Parks and Recreation.
3. A departmental rental contract or event permit will be required for any and all rentals held on Town property.
4. As part of the rental, the event sponsor must provide a One Million Dollar (\$1,000,000) certificate of insurance for liquor liability that lists the Town of Leesburg as additional insured for the time frame of the event. The certificate must be on file with the Department at least fourteen (14) days prior to the event.
5. Permission for use, consumption, or possession of alcoholic beverages will be granted only for the times, dates, and areas specified in the event contract or permit.
6. Alcoholic beverages will not be permitted at events when there is a reasonable expectation that the use, consumption, or possession of such beverages may cause disruptive or unsafe conduct. Furthermore, alcoholic beverages will not be permitted at events involving activities which may become dangerous for participants who have consumed alcohol.
7. The event sponsor must ensure that no person under the age of 21 will use, consume, or possess any alcoholic beverage.
8. The event sponsor must be present at the event site for the times and dates specified in the event contract or permit.
9. Areas for use, consumption, or possession of alcoholic beverages shall be walled or fenced enclosures, or otherwise have sufficient controls to prevent unauthorized access to the area. These areas will be approved and provided in a drawing.
10. The event sponsor may be required to employ police or other Town personnel to ensure public safety and compliance with applicable laws. Expenses related to personnel are the responsibility of the event sponsor.
11. A refundable damage deposit will be required at the time a Facility Rental Agreement is signed.
12. The Town reserves the right to revoke permission for use, consumption, or possession of alcoholic beverages at any time.
13. The Event Sponsor must agree in writing to indemnify and hold harmless the Town of Leesburg, its agents, officers, and employees, from any liability associated with the use, consumption, or possession of alcoholic beverages on Town of Leesburg property during the conduct of the event, and must meet all insurance requirements as stipulated in the Facility Rental Agreement or permit.
14. Rentals will not be permitted on following dates: Halloween (October 31<sup>st</sup>), Flower & Garden weekend (the 3<sup>rd</sup> weekend of April), July 4<sup>th</sup>.

**Designated Facilities:** The use, consumption, or possession of alcoholic beverages is allowed at the following facilities:

**Ida Lee Park Recreation Center:**

1. Lower Level Social Hall: to include the attached lobby and back hallway.
2. Lower Level Outdoor Patio: to include 3 feet outside the paved area.

**Ida Lee Park Tennis Center:**

1. A.V. Symington Indoor Tennis Center: to include lobby and spectator area. No food or drink is permitted on the courts.
2. Tennis Center Pavilion: to include only the interior of the pavilion.

**Olde Izaak Walton Park:**

1. OIWP Building: to include main room, classrooms and kitchen.

I have read the above terms and conditions statements regarding the use and sale of alcohol, and I agree to be present during the rental periods and agree to abide by all the provisions. I will hold harmless and indemnify the Town of Leesburg and its employees for any injury or damages caused by attendees at the events for which I am applying for this permit. I understand that I am responsible for the actions of any and all attendees at this event.

Acceptance of these formalized conditions is evidenced by signature of the Event Sponsor or Caterer affixed below.

\_\_\_\_\_  
Signature of Event Sponsor or Caterer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Event Sponsor or Caterer

Alcohol Beverage Use Application/Permit for Sponsors of Events or Caterers  
3/5/10 (SOP Document)

<i>For staff use only:</i> Staff will copy signed permit and give one (1) copy to the Event Organizer.	
Copy of ABC License received on _____	Received by _____
Liquor Liability Insurance received on _____	Received by _____
Caterer Insurance received on _____	Received by _____