



**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 ABC license must be on file with the Department of Parks and Recreation at least fourteen (14) days prior to the event.
2. Beer, wine and liquor may be served. Kegged beer must be served by a licensed caterer.
3. The serving of alcohol must conclude 30 minutes prior to the end of the event, unless special permission has been obtained from the Director of Parks and Recreation or Designee. At Ida Lee Park Recreation Center and Ida Lee Park Tennis Center, alcohol service may not start prior to 5:00 p.m.
4. A Facility Rental Agreement (Indoor or Outdoor) or Special Events Permit will be required for any and all rentals held on town property.
5. An Alcoholic Beverage Use Application will be required for any and all events held on town property.
6. As part of the rental agreement, the Event Sponsor or Caterer 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 timeframe of the event. The certificate must be on file with the Department of Parks and Recreation at least fourteen (14) days prior to the event. A copy of the certificate will be filed by Parks and Recreation staff with the Department of Finance and Administrative Services in accordance with Town Code Sec. 20-244, Alcoholic beverages.
7. Permission for use, consumption, or possession of alcoholic beverages will be granted only for the times, dates, and areas specified in the Facility Rental Agreement or Special Events permit.
8. Alcoholic beverages will not be permitted at rentals 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 that may become dangerous for participants who have consumed alcohol.
9. The Event Sponsor must ensure that no person under the age of 21 will use, consume or possess any alcoholic beverage.
10. The Event Sponsor must be present at the event site for the times and dates specified in the Alcoholic Beverage Use Application.
11. 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 and be in accordance with the Virginia Alcoholic Beverage Control requirements. These areas will be provided in a drawing by the Event Sponsor and require the approval of the Director of Parks and Recreation or Designee.
12. The Event Sponsor may be required to employ security personnel, Town Police Officers, or other Town personnel to ensure public safety and compliance with applicable laws. Expenses related to personnel are the responsibility of the Event Sponsor.
13. A refundable damage deposit will be required.
14. The Town reserves the right to revoke permission for use, consumption, or possession of alcoholic beverages at any time.
15. 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 Contract, the Alcoholic Beverage Use Application and/or the Special Events Permit.
16. Town staff will not provide or serve alcoholic beverages.
17. Town-produced special events may designate an area for alcohol consumption, sales and possession. Alcohol will be supplied and/or sold only by vendor(s) with appropriate ABC licensing.
18. The Department of Parks and Recreation will not offer classes or programs that involve alcohol.
19. Rentals, requiring security presence, will not be held on following dates: Halloween (October 31st), Flower & Garden weekend (the 3rd weekend of April), July 4th, Taste of Leesburg (2nd Saturday of August).

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
06/2018 (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 _____