

ALCOHOL CONSUMPTION PERMIT GUIDE



FOR USE WITH AN INDEPENDENT
CITY OF DULUTH
BUILDING OR PARK RENTAL
SERVING ALCOHOL
2017

Department of Public Administration
Parks & Recreation Division
City Hall (Ground Floor)
411 West 1st Street
Duluth, MN 55802-1198
kdecker@duluthmn.gov
Permit Line: 218.730.4305

All City of Duluth Facility Rentals must have an Alcohol Consumption Permit before alcohol can be served.

Applications must be completed at least 30 days in advance of event.

Alcohol Consumption Permit Fee: \$125

IF APPLYING FOR AN ALCOHOL CONSUMPTION PERMIT, THE FOLLOWING THREE FORMS MUST ALL BE SUBMITTED TOGETHER TO DETERMINE SECURITY NEEDS:

1. Alcohol Consumption Permit Application (include permit fee, unless doing an initial security inquiry)
2. Alcohol Consumption Permit Screening Form
3. Extra Duty Police Services Application

ALCOHOL CONSUMPTION CRITERIA

Alcohol at No Charge - Alcohol has to be obtained by the private party and brought in, or alternately provided by a restaurant with a caterer's permit that provides both food and alcohol. (The Alcohol Consumption Permit will be authorized once a copy of the contract is provided by the restaurant providing the alcohol.)

Sale of Alcohol - A restaurant with a caterer's permit that provides both food and alcohol is required and a copy of the contract must be submitted before the permit will be authorized.

SECURITY REQUIREMENT FOR ALCOHOL CONSUMPTION

Pending review of this application by the Duluth Police Department Licensing Agent, a licensed peace officer(s) employed by the City of Duluth, or a private security firm, may be required to be present at all times alcohol is consumed. The Police Department will instruct you on what is needed. Separate charges for security will apply and are billed and paid for separately from this permit fee. **DO NOT DIRECT SECURITY QUESTIONS TO THE PARKS & RECREATION DIVISION - PLEASE CONTACT THE POLICE DEPARTMENT DIRECTLY.** Thank you!

SECURITY REQUIREMENTS are determined by Officer Cha Vang. Direct questions, once your three required forms listed above are submitted, to either 218.730.5687 or cvang@duluth.mn.gov.

- ALCOHOL CONSUMPTION IN A PARK BUILDING is restricted to indoors only. Alcohol consumption outdoors in a park is restricted to within 50 feet of the existing shelter (pavilion or gazebo) or designated area, if a shelter does not exist in the park of your choice.

No alcohol consumption permit will be authorized without security requirements first completed with the Duluth Police Department.

Sections of these policies are enforceable by City Ordinances and State Statutes:

Duluth City Code: Chapter 8 Article I Sec. 35-8, 9 □ MN State Statute: 340A101, 340A.414

Updated 12/13/2016



CITY OF DULUTH

Date _____

ALCOHOL CONSUMPTION PERMIT APPLICATION

Sale of Alcohol _____

Alcohol at No Charge _____

Contact:	H Phone:		
Organization:	W Phone:		
Address:	C Phone:		
City:	State:	Zip:	Email:
Type of Event:	Attendance:		
Building Location:	Date:	Time:	-
Park Location:	Date:	Time:	-

- < This permit does not allow for the SALE of alcoholic beverages, only the consumption.
- < No alcoholic beverage shall be distributed to, carried on, or consumed by the persons attending this event unless an alcohol consumption permit has been approved and security is present.
- < MN State statutes may also apply – please review the attached policies and requirements on cover page.
- < *Buildings:* alcohol consumption is restricted to within the building.
- < *Parks:* alcohol consumption is restricted to within 50 feet of the existing shelter or designated area if a shelter does not exist
- < **HOLD HARMLESS FORM must be signed on page 2 of this application, accompanied by fee due**

Checks made payable to "City of Duluth" – Return forms and application fee (\$125 alcohol consumption permit fee) by due date given:

**Parks & Recreation Division
Attn: Alcohol Consumption Permits
City Hall - Ground Floor
411 West 1st Street
Duluth MN 55802-1198**

For Police Department use only:

Alcohol Security Requirements

Licensed Peace Officer Employed by City of Duluth: # _____	YES	NO	Applied for:	YES	NO
Private Security Licensed in the State of MN: # _____	YES	NO	Applied for:	YES	NO
Licensing Agent Approval:	Processed by: ____TB ____KD ____KB				

For office use only:

Amount Due:	Amount Pd:	Date Rcvd:	Permit Type:
Check # _____	Receipt# _____	Cash _____	
Proof of Licensed Peace Officer or Licensed Private Security Received: _____			

ALCOHOL CONSUMPTION PERMIT HOLD HARMLESS FORM

Permittee agrees to defend, indemnify, and save harmless the City from any and all liens, claims, suits, demands, liability, judgment costs, damages, and expenses which may accrue against or be charged or may be recovered from the City by reason of or account of any claim for damage arising from Permittee's use or occupancy of the premises whether or not person or persons including Permittee, its members, Permittee's employees, agents, volunteers, invitees, or tenants, whomsoever occasioned or caused by the contact, acts, or omission of Permittee, its members, volunteers, invitees, or tenants, or by reason of the use, development, operation, or maintenance of said premises by Permittee under this agreement. Upon ten (10) days written notice, Permittee will appear and defend all claims and lawsuits against the City growing out of any such injury or damage resulting from any defect in the construction or condition of all the interior and exterior premises of the site. The City does not waive its immunities under state or federal law.

Permittee Signature

Organization Permittee is Representing, if applicable

Date



ALCOHOL CONSUMPTION PERMIT SCREENING FORM

Name of building alcohol will be served at: _____

Contact Person Name & Phone Number _____

Event Date: _____ Beginning and Ending Time of Event: _____

Applicant is a: _____ Private Party _____ Non-Profit Organization _____ Business, Company, or Club

Applicant's full legal name: _____ Date of Birth: _____

Legal Name of Corporation (if applicable): _____

Current State Filing # _____ (This can be found at <http://www.sos.state.mn.us>)

Number expected in attendance: _____ Attendees under 21? _____ Yes _____ No

Type of alcohol to be consumed: _____

Arrangement for serving alcohol: _____ Alcohol at no charge _____ Sale of alcohol

Alcoholic beverages will be provided/served by:

_____ licensed caterer _____ private party _____ BYOB (Bring Your Own Bottle)

Name and Phone Number of Licensed Caterer _____

- This screening form must be submitted at least 30 days prior to the event with permit application
- Submit "Extra Duty Police Services Application"
- This application will be submitted to the City of Duluth Police Department for review and approval
- Additional permit or license from City Clerk's office may be required
- Licensed peace officer(s) employed by the City of Duluth or a private security firm may be required

FOR OFFICE USE ONLY:

Date alcohol consumption forms sent to Officer Cha Vang (Duluth Police Department) _____

Type of Security Required, as per Officer Vang: Duluth Police _____ Private Security _____ No Security _____

"Alcohol Consumption Permit" date of completion _____.

Processed by: _____ KD _____ KB _____ TB

NOTES:

EXTRA DUTY POLICE SERVICES APPLICATION

PARKS & RECREATION VERSION

DO NOT COMPLETE FORM UNLESS SERVING ALCOHOL AT YOUR EVENT
Parks & Recreation will submit all forms needed for alcohol consumption directly to the Duluth Police Department.



Name of Business/Organization/Event _____

Date(s) of Service: _____ Hours: _____

Location: _____

Contact Person _____ Position _____

Contact Address _____

City _____ State _____ Zip _____

Contact Phone: _____ Billing Phone: _____

Billing Name _____

Billing Address (if different from contact address): _____

City _____ State _____ Zip _____

Federal ID# or Social Security # _____

Notice to Applicants: The officers are at all times subject to the policies of the City of Duluth, the laws and Constitution of the United States and the State of Minnesota, and the rules and regulations governing employees of the Duluth Police Department (DPD). An applicant has no authority over police personnel and is restricted to providing only a general assignment of duties to be performed by the officer. Those assignments never supersede DPD policy or procedures and the Applicant is hereby so advised. Extra duty officers remain under the exclusive control of the City and are accountable for strict adherence to its rules and regulations. Any conflicting rules of the Applicant will be determined by the Department. Officers may be recalled from extra duty to on duty status.

This application is for law enforcement work only and does not exempt Applicants from obtaining other necessary permits for events. The City of Duluth Police Department is NOT obligated to provide extra duty services. The City reserves its right to deny an application for extra duty officers.

DPD officers are not permitted to receive cash from Applicant for any reason.

I have read and understand the Extra Duty Application:

Applicant _____ Date _____

YOU WILL BE CONTACTED BY THE POLICE DEPARTMENT ONLY IF AN OFFICER IS UNAVAILABLE FOR HIRE. Otherwise, if you have submitted this form and been instructed by police that an officer must be hired, know that an officer will be present at the time requested. The City Treasurer's Office will send out an invoice 1-2 weeks into the month following the event. If you have questions, contact the Extra-Duty Coordinator at jhansen@duluthmn.gov.

TO BE COMPLETED BY DULUTH POLICE DEPARTMENT ONLY:

Number of Officers _____ Duties _____
