

Municipality of Anchorage
ANCHORAGE PUBLIC LIBRARY
 APPLICATION TO SELL OR SERVE
 ALCOHOLIC BEVERAGES ON MUNICIPAL PROPERTY

INSTRUCTIONS

1. Application must be **completed** at least seven (14) working days prior to the activity.
2. If applicable, a copy of a Caterer's or Special Events Permit required by AS 04.11.230 or AS 04.11.240 must be filed with the library at least seven (7) working days prior to the activity. The Library may forward copies of same to the Municipal Manager or designee for additional review.
3. There is a permit fee of **\$250.00** for the alcohol permit is in effect (other fees and charges may apply according to the library's current Fee Policy).

(Use tab key to advance to each field) PARTY/ACTIVITY INFORMATION

DATE	PARTY/GROUP NAME	CONTACT NUMBER(S) (C) (H)	
MAILING ADDRESS		CITY	STATE ZIP
PERSON'S NAME MAKING APPLICATION		POSITION IN ORGANIZATION	

DESCRIPTION OF EVENT		
WILL ADMISSION BE CHARGED? *See instructions to #5 below & page 2 <input type="checkbox"/> YES <input type="checkbox"/> NO	IS THE EVENT A FUNDRAISER? *See instructions to #5 below & page 2 <input type="checkbox"/> YES <input type="checkbox"/> NO	WILL CHARGE BE MADE FOR BEVERAGES? *See instructions to #5 below & page 2 <input type="checkbox"/> YES <input type="checkbox"/> NO

DATE	TIME
ESTIMATED NUMBER TO ATTEND	DESCRIPTION OF BEVERAGE(S)

LOCATION OF EVENT

The applicant shall save, hold harmless, and indemnify the Municipality of Anchorage from any claims, lawsuits, or judgments arising from loss, to damage property, or injury to persons from the sale or serving of alcoholic beverages during the above-described activity or event.

APPLICANT'S SIGNATURE:	DATE SIGNED:
------------------------	--------------

LIBRARY USE

	*PERMIT FEE DUE + \$250.00	*OTHER FEES THAT APPLY IF APPLICABLE +	*TOTAL PERMIT FEE DUE
DATE PAYMENT RECEIVED	AMOUNT RECEIVED	RECEIVED BY	CASH RECEIPT #
			TA NUMBER #

<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED LIBRARY/DESIGNEE SIGNATURE _____	DATE SIGNED: _____
---	--------------------

SPECIAL CONDITIONS OF APPROVAL (office use only)

1. **Liability insurance is required** (see notes on reverse page).
2. Alcoholic beverages must be confined to areas rented.
3. Alcohol waiver and party plan must remain on site for staff enforcement and to resolve conflicts.
4. Future alcohol waivers may or may not be approved.
5. Activities serving alcohol at division facilities will be assessed a **\$250 alcohol permit fee**. Other fees may also apply.

ANCHORAGE PUBLIC LIBRARY

ALCOHOL WAIVER APPLICATION PROCEDURE

The following items must be presented in order to begin processing your application.

- 1) Type or print all information requested on the form on the previous page.
- 2) **A party plan must be written and attached to the form.** Identify the following points:
 - a) Children to adults' ratio.
 - b) Anticipated attendance.
 - c) How will the beverages be served (i.e.: self-serve (adults 21+ only); controlled by assigned volunteers; licensed bartender, etc.).
 - d) Type of beverages (i.e. beer, wine and/or champagne) and how served (i.e. bottles, glass, keg).
 - e) Date/Time/Place of event.
 - f) Identify designated drivers for those too intoxicated to drive, minimum of 2. List their names and phone numbers. (Note: a cab company can be listed, but a minimum of 2 drivers still need to be identified).
 - g) Event contact person and phone number.
 - h) Any other points that you feel should be known.
- 3) **For individuals:**

A copy of **general liability** insurance policy at a value no less than **\$1,000,000 per occurrence Bodily Injury Liability and \$300,000 Property Damage Liability (\$1,000,000 BI and PD liability per occurrence)**. This can be attached to a business policy, homeowner's policy, and a renter's policy or obtained separately. Copy of insurance should name the Municipality of Anchorage (**PO Box 196650, Anchorage AK 99519-6650**) as an **additional insured**.

For Company or Organizational gatherings:

A copy of **liquor liability** insurance policy at a value no less than **\$1,000,000 per occurrence Bodily Injury Liability and \$300,000 Property Damage Liability (\$1,000,000 BI and PD liability per occurrence)**. This policy must show that the insured has **Liquor Liability Coverage, (Host Liquor Liability if selling alcohol)** and should name the Municipality of Anchorage (**PO Box 19665, Anchorage AK 99519-6650**) as an **additional insured**. This will be required for **all** events.
- 4) If your event is open to the public, a copy of the approved Alcohol Marijuana Control Office (AMCO) permit or Caterer's Permit as required by AS 04.11.230 and AS 04.11.240 must be provided to process a request. The AMCO requires this permit process. For further information, call (907) 269-0350.
- 5) Copy of approved facility use permit showing that the facility has been scheduled and approved.

After submission of the above items to the appropriate district, the approval process will take a **minimum** of seven (14) working days. **PLEASE PLAN AHEAD AND DON'T WAIT UNTIL THE DAY BEFORE.** Upon approval, we will contact you. If a fee is assessed, payment is due at the time of processing the permit/signature. Other requirements may be identified as conditions of the approval, i.e., bonding, security protection or limitations.

THE RESPONSIBILITY AND CONCERN FOR SAFETY IS IN YOUR HANDS.

(See, Alcohol Waiver Refund Policy on page 3 attached)

Alcohol Waiver Refund – Anchorage Public Library

Please be aware that refunds/credit may be granted on the alcohol application waiver fee, if prior to the event the applicant decides not to provide alcohol. Applicant must follow the following procedures for refund/credit consideration:

- 1) Applicant must submit to the Anchorage Public Library Room Rental Coordinator a written request via email or in person at least 48-hours prior to the permitted event to cancel the alcohol waiver.
- 2) The cancellation request must contain the statement that “neither the applicant, nor any member attending the permitted event will be serving, selling, or providing alcohol, nor will alcohol be allowed on the rented premises.”
- 3) An original receipt of the alcohol waiver permit fee paid by applicant/customer, must accompany the written request for refund/credit consideration; and

Anchorage Public Library may retain a \$25.00 processing fee. Please allow up to 6 weeks processing time for check refunds.