

Special Event with Alcohol Attachment

Code of Ordinance Section 31-141 through 31-145 and 31-156 through 31-162

Note: This attachment is required to be filed along with any Special Event Application where alcohol will be served or sold. All events including the presence, service or consumption of alcoholic beverages must be located only within the Aggieville Business District, the Downtown Business District (including Manhattan Town Center Plaza) and the public park known as Blue Earth Plaza and more particularly described as Lots 7 and 8 of the Downtown Entertainment District Commercial PUD, City Park more particularly described as the city-owned land bordered by Fremont Street, 11th Street, Poyntz Avenue, and 14th Street; or Twin Oaks Sports Complex, more particularly described as that portion of the city-owned land known as Frank Anneberg Park designated by the Director of Parks and Recreation, including the baseball diamonds and adjacent grass areas, but not extending to any road or designated parking area.

Name of Event _____

On Site Beverage Supervisor _____

On Site Beverage Supervisor Phone # _____

State License Holder/ City Catering License Holder _____

A copy of all appropriate City or State licenses must be attached to the Special Event application.

Beverage Service Start Time _____ Beverage Service End Time _____

Location of Alcohol Sale/Distribution Booths _____

Description of Alcohol Related Signage _____

Description of Security Plan _____

How will you control the crowd and prevent off-premises consumption of alcohol and consumption of alcohol by minors?

How will you identify persons of legal drinking age? _____

What type of containers will the alcohol be served in? _____

These containers must be distinctly different than those provided for non-alcoholic beverages and must also be distinctive by vendor.

Pre-Event Best Practices Checklist

Have adjacent businesses been notified of the event? _____

Have businesses licensed to sell alcohol been made aware that in order to extend their premises and serve outside of their establishment during the event they must receive an extension of premises from the ABC? _____

Have you listed all participants on the vendor listing for the special event and indicated those extending their alcohol service into the special event area? _____

Have you indicated all the premises extensions of adjacent businesses that intend to extend their premises on your site plan? _____

Special Event with Alcohol Additional Requirements

- In addition to all Special Event Application requirements, an applicant for a permit for a special event that involves alcoholic beverages shall provide the following information related to the service of such beverages: name and contact information for the on-site supervisor of the beverages; copy of the appropriate city and/or state license permitting the service of the beverages; location of sale/distribution booths; related signage; and a security plan detailing how the area in which the beverages are served and consumed will be restricted, monitored, and staffed.
- If the special event includes the possession, service, or consumption of alcoholic liquor or cereal malt beverages, the special event shall be located only within:
 - *The Aggieville Business District; or
 - *The Downtown Business District (including Manhattan Town Center Plaza); or
 - *The public park known, for purposes of this article, as Blue Earth Plaza, and more particularly described as Lots 7 and 8 of the Downtown Entertainment District Commercial PUD; or
 - *City Park, more particularly described as the city-owned land bordered by Fremont Street, 11th Street, Poyntz Avenue, and 14th Street; or
 - *Twin Oaks Sports Complex, more particularly described as that portion of the city-owned land known as Frank Anneberg Park designated by the Director of Parks and Recreation, including the baseball diamonds and adjacent grass areas, but not extending to any road or designated parking area.

- If the special event includes the possession, service, or consumption of alcoholic beverages, such alcoholic beverages shall only be served by:
 - *A caterer, as defined by K.S.A. 41-2601, and amendments thereto, who holds a valid city and state license for such service, or
 - *By a drinking establishment immediately adjacent to the special event which is granted a temporary extension of premises pursuant to K.S.A. 41-2608(c) and holds a valid city and state license, or
 - *By a licensed farm winery or by a licensed microbrewery providing samples in compliance with applicable state statutes and regulations.
- If the special event includes the presence, service, or consumption of alcoholic beverages, the plan for the event must include adequate provisions to control crowds and prevent off-premises consumption of alcohol and consumption of alcohol by minors.
- Any beverages served, provided, or consumed within the permitted area shall not be served within glass containers.
- The alcoholic beverages shall be served in containers that are distinctly different than those provided for non-alcoholic beverages.
- The alcoholic beverages shall not be sold or served in pitchers, buckets, or carafes.
- No more than two alcoholic beverages may be sold or served to a person at the same time.
- Persons of all ages may enter the area designated for the possession, service or consumption of alcoholic beverages. Provided that, persons aged 21 and older shall be issued a wristband to indicate that such persons are of the legal drinking age and must wear the issued wristband in order to possess or consume alcoholic beverages within the special event boundary. It shall be unlawful for any person to possess or consume an alcoholic beverage within the special event area designated for the possession, service or consumption of alcoholic beverages without wearing such wristband or identifying mark.
- All laws, rules and regulations relating to the presence, sale, consumption, or service of alcoholic beverages shall be followed.

Applicant's Signature _____ Date _____

Planning and Zoning Approval _____ Date _____

Comments _____
