

Privately Hosted Events

- ▶ this type of event is hosted by a private citizen(s)
- ▶ this type of event requires
 - \$50/park or \$100/building alcohol consumption fee to be included with the reservation fee
 - cash bar - must be catered by a restaurant with a caterer's permit
 - a copy of the contract with the restaurant must be submitted before your permit will be issued

Business/Company/Club Hosted Events

- ▶ this type of event is hosted by an organized club or for-profit business or company
- ▶ this type of event requires
 - \$50/park or \$100/building alcohol consumption fee to be included with the reservation fee
 - a caterer - whether the alcohol is provided or there will be a cash bar, the event must be catered by a restaurant with a caterer's permit who provides both the food and alcohol
 - a copy of the contract with the restaurant must be submitted before your permit will be issued

Non-Profit Hosted Events

- ▶ this type of event is hosted by a non-profit organization
 - \$50/park or \$100/building alcohol consumption fee to be included with reservation fee
 - if cash bar - a Temporary Liquor License must be secured; contact the City Clerk's Office at 218.730.5500 for information
 - a copy of this license must be submitted before your permit will be issued

Security Requirements

Buildings & Parks

- ▶ applications for alcohol consumption must be submitted at least 30 days prior to the event
- ▶ pending review of your application by the Duluth Police Department Licensing Agent, a licensed peace officer(s) employed by the City of Duluth may be required to be present at all times alcohol is consumed
- ▶ you will be notified of the decision and must submit confirmation of securing an officer(s) prior to your event permit being issued
- ▶ *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

- If a licensed peace officer(s) is required, please contact Officer Jim Hansen at 218.730.5622 or by email at jhansen@duluthmn.gov

- Go to http://www.duluthmn.gov/police/hiring_an_officer.cfm for further information or to print the application for hiring licensed peace officers employed by City of Duluth

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

- ▶ Duluth City Code: Chapter 8
- ▶ MN State Statute: 340A101, 340A.414



ALCOHOL CONSUMPTION PERMIT APPLICATION SCREENING

Date _____

1. Event day/date: _____
2. Event site: _____
3. Event time: beginning _____ ending _____
4. Applicant is a: _____ private party _____ non-profit organization _____ business, company, or club
5. Applicant's full legal name: _____
Date of Birth: _____
6. Legal name of corporation (if applicable): _____
Current State Filing # _____ (can be found at <http://www.sos.state.mn.us>)
7. Number expected in attendance: _____ Attendees under 21? ____ Yes ____ No
8. Type of alcohol to be consumed: _____
9. Alcoholic beverages will be: _____ free - no charge _____ cash bar
10. Alcoholic beverages will be provided/served by: _____ licensed caterer _____ private party _____ byob
Name of licensed caterer: _____

- *This application must be submitted at least 30 days prior to the event*
- *This application will be submitted to the City of Duluth Police Department for review and approval*
- *Licensed peace officer(s) employed by the City of Duluth may be required*
- *Additional permit or license from the City Clerk's office may be required*

For office use only:

Application and screening sheet sent to:

- _____ (City Clerk's Office)
- _____ Cha Vang (Duluth Police Department)
- _____ Jim Hansen (Duluth Police Department)

Please give approval to Parks & Recreation Division within one week upon receipt.

Approving
Signature: _____ Department/Division: _____

Return this form to: Terri Gail