

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 218.390.2232 or by email at jhansen@duluthmn.gov
- Go to <http://www.duluthmn.gov/police/hiring-an-officer> 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