

BOROUGH OF CARLISLE

SPECIAL EVENT PERMIT APPLICATION
FOR PUBLIC CONSUMPTION OF ALCOHOL

APPLICANT AND SPONSORING ORGANIZATION INFORMATION

All information must be completed. If not applicable, write N/A.

Name of Applicant: _____

Address: _____

Contact Information: Phone: _____ Cell: _____

Email address: _____ Fax: _____

Sponsoring Organization: _____

Address: _____

Contact Name: _____ Phone: _____ Fax: _____

Email address: _____ Cell: _____

Person in Charge of Supervising Event (On-Site): _____

Address: _____ Phone: _____

EVENT INFORMATION

Name of Event: _____

Purpose of Event: _____

Date of Event: _____ Hours (No More than 5): From: _____ m. To: _____ m.

Rain Date: _____

Description of Event: _____

Location of Event: _____

Start time to set up Event: _____ End time to clean up from Event: _____

Does this event require a special occasion permit from the PLCB? _____

EVENT DETAILS

ACCESS (Select one of the following):

Invitation Only ☐ Prepaid Registration ☐ Pay at Entry to Event ☐ Open to Public ☐

Approximate Number Attending: _____

Will persons under 21 years of age be attending? Yes ☐ No ☐

SERVICE OF ALCOHOL

Who will be serving alcohol? Individual ☐ Caterer ☐ Bartender ☐ (Self-Serve Not Permitted)

If Individual, Caterer or Bartender is serving alcohol, provide the following:

Name/Bartender Name/Caterer Name: _____

Address: _____

Contact Information: Phone: _____ Cell: _____

Email address: _____ Fax: _____

Will food be sold or served? _____, prepared at event _____ or precooked _____

Will restrooms be available? _____ If yes, indicate location(s) _____

Will standby emergency services be arranged? _____

Who will be responsible for trash and recycling services during and after the event? _____

Describe in detail all measures that will be taken to establish proof of legal age prior to any individual being permitted to consume alcoholic beverages:

Any additional information applicant wishes to submit (security measures, etc.):

ACKNOWLEDGEMENTS AND AGREEMENTS

The applicant and any sponsoring organization agree to and will comply with the following requirements:

1. The applicant will be responsible for and agrees to pay all expenses associated with the event, including, but not limited to all traffic control services, including any reasonable expenses incurred by the Borough and its Police Department, any emergency standby services, insurance, temporary restroom facilities and trash and recycling services during the event, including the prompt collection and proper disposal of trash and debris from the event area and outside of the event area is caused by the holding of the event. Any amounts billed by the Borough for services shall be paid by the applicant and/or sponsoring organization within 20 days of billing by the Borough.
2. The area where alcohol will be served and consumed shall be segregated from other areas at the event by a suitable barrier so that alcohol shall be served and consumed only in that designated area. No alcohol shall be permitted to be taken outside of this designated area.
3. No individual under the age of 21 shall be permitted to consume alcoholic beverages on the premises of the event. Proof of age shall be required of any guest at the event consuming alcohol.
4. Any individual under the age of 21 consuming alcohol shall be removed from the event.
5. Any bartenders or Caterer providing the service of alcohol must have or be RAMP or TIPS certified servers and evidence of such certification provided with this application.
6. No alcohol may be sold at the event and no admission charge can be assessed which includes access to free consumption of alcohol at the event unless the applicant or sponsor has received a special occasion permit from the PLCB applicable to the event. A copy of the special occasion permit must be provided with this application.
7. By signing this application, the applicant or any person(s) designated as being in charge of supervising the event on-site accepts responsibility for being physically present during the event, having a copy of the approved permit with them, and monitoring alcohol use to insure compliance with the requirements of this permit and that all alcohol use related laws and regulations are observed at the event.
8. The applicant or sponsoring organization must designate a person(s) to supervise the event. Each supervisor must be at least 21 years of age and be present at all times at the event and not consume any alcoholic beverages.
9. If the event does not utilize a Caterer or bartender, the event sponsor must take adequate measures to confirm the identification and age of those that wish to drink alcohol. It is illegal to serve alcohol to, purchase for or provide alcohol to a minor. A valid form of ID must be provided by any person wishing to consume alcohol. Wristbands shall be applied immediately after proof of appropriate age is determined.
10. Guests or event participants may not serve themselves alcohol. All servers must be at least 18 years of age. Servers may not drink alcohol during the event and must check for proof of age for those who wish to consume alcohol at the event.
11. Any person at the event that appears intoxicated or who exhibits drunken behavior shall not be admitted to the event and any person demonstrating such behavior shall be promptly removed from the event by the applicant, event sponsor and/or supervisor.
12. Any Caterer being used that will exclusively be serving alcohol shall have off-premises liquor liability coverage in the amount of \$1million per occurrence and \$3million aggregate with non-owned and hired vehicle coverage naming the Borough of Carlisle as an additional insured.
13. If the event occurs for more than one day, all alcoholic beverages must be properly secured and not available for consumption during the time the event is not taking place.

14. The applicant and sponsor shall, at their own expense, procure General Liability insurance with limits of \$1 million per occurrence and \$3 million aggregate. The policy shall include the Borough of Carlisle, its employees, elected officials and appointed officials as Additional Insureds. The coverage under this policy shall be primary and non-contributory with respect to coverage carried by the Borough. The applicant and sponsor agree to waive any right of subrogation against the Borough. At least two (2) weeks prior to the event, the applicant or sponsor shall deliver to the Borough an ACORD Form 125 Certificate of Insurance noting that the above coverage is in force, along with a copy of the Additional Insured endorsement to the policy, together with a Certificate of Insurance noting coverage required in Paragraph 12, above, if applicable. If a Caterer is not being utilized, the applicant or sponsor shall also provide evidence of liquor liability coverage in the amounts noted above naming the Borough of Carlisle, its employees, elected and appointed officials as additional insureds.

15. The permit issued as a result of this application may be revoked at any time by the Borough or a police officer of the Borough of Carlisle Police Department either before or during the event if there is a violation of the requirements of this application or a misrepresentation made in this application.

I certify by signing this application that all information provided is true and correct. I understand that the event can be terminated by the Borough should the event be held contrary to the requirements of this application or create or cause violation of any law, regulation or Borough ordinance. I certify that I am authorized by the sponsoring organization (if any is identified) to act on its behalf in the signing this application and providing all documents associated with this event. I, and the sponsoring organization, agree that we jointly and severally indemnify and hold, the Borough of Carlisle and its elected officials, appointed officials and employees and the Carlisle Borough Police Department and its officers harmless against all claims arising out of, or resulting from the event including, but not limited to any and all claims for damage to property or injury to, or death of persons arising out of or resulting from the holding of the event or issuance of the permit. ***I understand that any false statements and information provided in this application are subject to criminal penalties of 18 Pa.C.S. § 4904 based upon unsworn falsification to authorities.***

Applicant's signature: _____ Date _____

Print Name of Applicant: _____

FOR BOROUGH USE ONLY

Date of approved by Council pursuant to Chapter 78,
Section 78-2 of the Borough of Carlisle Code of Ordinance : _____

Date of Permit Issuance: _____

By: _____

Name:

Title: