



TOWN OF FOUNTAIN HILLS ALCOHOL APPENDIX B

Event: _____

Date of Event: _____

Available online at <http://www.fh.az.gov/284/Special-Events>

SUBMITTING YOUR ALCOHOL APPENDIX B FORM

- Alcohol applications must be submitted with the completed event application a minimum of 90 days prior to the proposed start date of your event.

ATTACHMENTS CHECKLIST

Refer to the code excerpts in this document as to whether or not you must submit the following. For a full listing of all attachments, visit www.fh.az.gov/specialeventsapplication

When applicable, attach copies of:

Business/Vendor License(s) (**See Appendix A**)

State Liquor Application (Completed)

ALCOHOL MANAGEMENT PLAN

Any group requesting to serve alcohol in the Town of Fountain Hills at a special event **MUST comply with Town Code Chapter 8**. Any facilitation, selling or provision of alcohol must have a valid alcohol permit. Alcohol permits can be found online at The Arizona Department of Liquor website. Alcohol application must be submitted with the Special Event Application.

Additional Documentation Required: If you requesting to serve alcohol at your event, you MUST attach copies of your Town issued Alcohol Application and State Liquor License.

Alcohol service and consumption on public property is allowed by special event permit only. If you are interested in serving alcohol at your event, you will need to obtain the appropriate license from the Arizona State Liquor Board and have your Town alcohol permit approved by the Town Council no later than 30 days prior to your event. Special Event Liquor License applications and/or an Extension of Premises application is required to be submitted with the Special Event Application. The Council will consider the permits for approval at their bi-monthly meetings on the first and third Thursdays of the month.

The Town of Fountain Hills **REQUIRES** that MCSO, or a uniformed event security company be present at all events serving alcohol. **NO EXCEPTIONS.**

The following rules must also be abided by:

- All alcohol must be sold and consumed within a fenced area.
- If the alcohol is accessible to all ages, anyone wishing to purchase or consume alcohol must present a current ID, and if that attendee is 21 years of age or older, they must be issued a non-transferrable wristband or other marker/indicator. All attendees must present their wristband/Stamp/Marker to be served or consume alcohol.
- Servers must be 21 years of age or older.
- Alcohol cups must be paper or plastic and be distinguishable from other, non-alcoholic, beverage cups.
- Service must end a minimum of 30 minutes before the scheduled event end time.
- Volunteers and/or Staff who are serving alcohol may **NOT** consume alcohol prior to, during, or between volunteer shifts.

We require all Staff members or Volunteers who are planning on consuming alcohol after their designated shift has ended, to remove any garment or badge that denotes them as event staff/volunteer before partaking in alcoholic consumption. We do not; under any circumstances permit volunteers to consume alcohol during volunteer breaks between shifts. Also, once a Staff member or Volunteer has consumed any alcohol, they may not come back on shift for the remainder of that day.

Are you requesting permission to serve alcohol at your event? Yes No

Type of Alcohol (Check all that apply): Beer Wine Distilled Spirits

Explain who will serve the alcohol (Professional bartenders, volunteers, etc.):

How many alcohol service locations will you have, and where will they be located? (Include on site map):

Is the event open to all ages? Yes No

Explain how ID's will be checked, wristbands/stamps applied, and how you will prevent any underage drinking:

WASTE MANAGEMENT/RECYCLING

You are responsible for properly disposing of all waste and garbage throughout the term of your event, and immediately upon conclusion of the event, the area must be returned to a clean condition. Should you fail to perform adequate clean up or damage occurs to the Town property, you will be billed at full recovery rates.