



City of Scappoose Alcohol Permit Application Form

As set forth in Section 12.16.050 of the Scappoose Municipal Code, alcohol consumption may be allowed by permit only in Miller Park, Heritage Park, Veterans Park, Chief Concomly, and the Watts House.

Applicant Contact

_____	(____) _____
Print Name	Preferred Telephone Number
_____	(____) _____
Address	Additional Contact Number

Event Information and Mandatory Criteria

Event date: _____ Number of people anticipated to attend: _____

Describe the event to be held for which you would like to provide alcohol:

_____.

Insurance Company Name _____ Policy Number _____

OLCC Servers Name _____ Server Permit Number _____

(The Insurance and OLCC information must be provided prior to City approval.)

Indicate the area(s) for which this application and any subsequent permit will apply:

☐ Miller Park ☐ Heritage Park ☐ Veterans Park ☐ Watts House

Is the event ☐ private, or ☐ open to the general public? Chief Concomly

Please respond to the following criteria in the spaces provided. Attach an additional sheet of paper if necessary. The City will approve or deny this application based on your responses.

1. Identify the public benefit to be gained by allowing alcohol and identifying how the proceeds of the event, if any, will be used. NOTE: If you wish to sell alcohol at your event, you must obtain a temporary sales license/permit from the Oregon Liquor Control Commission.

2. Identify the proposed confined alcohol serving and consumption area and methods of boundary control.

3. Define event security to be provided to avoid consumption outside defined boundaries, consumption by intoxicated guests, and consumption by minors.

Permit Fees

Damage and cleaning deposits are based upon attendance and type of event. In order to qualify as a private party event, the general public must not be invited and no flyers or advertisements may have been made.

Private Party (up to 50 people)	\$50.00 and \$100.00 refundable deposit
Private Party (51-250 people)	\$100.00 and \$200.00 refundable deposit
Private Party (more than 250 guests)	\$250.00 per day and \$400.00 refundable deposit
Public Event	\$250.00 per day and \$400.00 refundable deposit

Conditions of Use

If this application is approved, the applicant shall:

1. Agree to use licensed server(s) and comply with any applicable OLCC regulations;
2. Not use glass beverage containers for personal consumption (not to be construed to prohibit bottles of wine);
3. Not serve, sell, consume, possess, or use distilled liquor unless an OLCC special events permit/temporary sales license has been obtained;
4. Discontinue all alcohol service no later than 10:00 p.m.;
5. Provide the prescribed refundable damage deposit in advance to cover cleanup and possible damage;
6. Arrange for and pay for removal of trash generated by the event;
7. Obtain event insurance and provide evidence 5 business days in advance of the event of coverage in the amount of \$2,000,000 per claim, naming the City as an additional insured;
8. Pay the permit fee a minimum of two weeks in advance, unless a shorter time is authorized by the City Manager. If the event is larger than proposed, additional fees will apply;
9. Sign a liability waiver, indemnity, defense, and hold harmless agreement on a form prescribed by the City Manager (attached hereto and incorporated herein by reference);
10. Provide alternative non-alcoholic beverages;
11. Provide food items; and
12. Comply with any other conditions the City deems prudent.

Liability Waiver/Service Agreement

I HEREBY FULLY RELEASE AND DISCHARGE THE CITY OF SCAPPOOSE, ITS EMPLOYEES, OFFICERS, OFFICIALS, VOLUNTEERS, AGENTS AND INSURERS (COLLECTIVELY, THE "RELEASED PARTIES") FROM ANY AND ALL LIABILITY, CLAIMS, AND CAUSES OF ACTION FROM INJURIES OR ILLNESS (INCLUDING DEATH), PROPERTY DAMAGES OR LOSS WHICH MAY BE ASSERTED BY ANYONE WHICH IN ANY WAY ARISE FROM, DURING, OR IN CONNECTION WITH THIS USE OF THE CITY'S PROPERTY FOR THIS EVENT OR THE SERVICE OF ALCOHOL AT THE EVENT BY ME, OR MY GUESTS, INVITEES, OR LICENSEES. THIS RELEASE INCLUDES BY WAY OF EXAMPLE AND NOT LIMITATION, ANY RISKS THAT MAY ARISE FROM NEGLIGENCE OR CARELESSNESS ON THE PART OF THE RELEASED PARTIES, FROM DANGEROUS OR DEFECTIVE EQUIPMENT OR PROPERTY OWNED, MAINTAINED, OR CONTROLLED BY THE RELEASED PARTIES.

I shall be in charge of the event and will be present at the event. I shall be responsible for the clean-up of the area and repair of damage to equipment or facilities and replacement of any theft. I agree that I have read and shall abide by the conditions noted on this application.

Signature of Applicant

Date

Print Name

For Office Use

☐ Approved

Police Department

date

☐ Approved with conditions: _____

☐ Not Approved; Reason: _____

By: _____
City Manager

Date: _____

City of Scappoose
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