



## **Athens-Clarke County Leisure Services Department**

### **Alcohol Usage Permit**

#### **Terms of Permit**

1. Requests for a Leisure Services Department Alcohol Usage Permit must be made in conjunction with a Leisure Services Department facility rental or special event permit.
2. Staff reserves the right to limit an individual, group or organization to a maximum of two (2) Leisure Services Department Alcohol Usage Permits per calendar year. The Director of Leisure Services, or designee, shall have the discretion to deny any application for a permit based upon a review of the applicant's history with events at Leisure Services facilities, the potential use of Athens-Clarke County resources associated with a proposed event, conflicts with regular operation of Leisure Services facilities, and any other factor that the Director of Leisure Services finds relevant under the circumstances to protect the health, safety and welfare of the public and public resources.
3. Beer and wine are the only alcoholic beverages that may be dispensed, distributed or consumed. Liquor is prohibited. The use of glass containers in outdoor settings is prohibited.
4. Alcohol shall not be dispensed, distributed or consumed in excess of four (4) hours for any permitted event. Such period shall be indicated below in the "Event Start Time/End Time" section.
5. Alcohol may only be dispensed, distributed or consumed in areas of the facility and at hours designated by the Athens-Clarke County Unified Government (ACCUG). Occupancy limits may not be exceeded at any time. Possession or consumption of alcoholic beverages beyond the limits of the defined areas is not permitted. Athens-Clarke County's open container ordinance will be enforced in areas outside of the defined limits where alcohol may be possessed or consumed. Leisure Services Department staff will be on-site for the duration of the rental or event to enforce the permit requirements as needed.
6. Any public event in an ACCUG Leisure Services Department facility that will include dispensing and/or distribution of alcohol requires the use of a licensed alcohol caterer as defined in the Code of Ordinances for Athens-Clarke County Sec. 6-3-1. It is the Applicant's responsibility to ensure that all required licenses and permits are in order, and to provide proof of licenses and permits prior to the event.
7. Any private event with an expected attendance of more than 25 persons that will include dispensing and/or distribution of alcohol will also require the use of a licensed alcohol caterer as defined in the Code of Ordinances for Athens-Clarke County Sec. 6-3-1 or a food caterer providing bartender services only as provided in Leisure Services Department Alcohol Policy, a copy of which is attached hereto. Any event with alcohol that includes only private participation requires that possession, dispensing and/or consuming of alcohol be permitted only by attendees of the private rental.



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8. Depending on the size of event, the anticipated number of participants and its potential impact on public services, staff reserves the right to require that a background check of the Applicant be performed by the ACCUG Police Department to ensure the safe operation of the event. Background checks will be at the expense of the Applicant.
9. Applicant, or any caterer, bartender or agent of Applicant, must direct those dispensing alcohol that they shall not provide alcoholic beverages to any person who appears to have consumed an excess amount of alcohol, and that those dispensing alcohol are responsible for verifying the age of all persons who will consume alcohol, and to whom alcohol is dispensed.
10. Applicant shall be prepared to provide transportation through a designated driver or commercial taxi service in the event that person dispensing alcohol has reason to believe any person has consumed alcoholic beverages in excess of the legal limits and intends to operate a motor vehicle. ACCUG reserves the right to remove or have removed from the facility any person for same reason.
11. ACCUG reserves the right to require off-duty Athens-Clarke County Police Department officers for groups consuming alcohol, the direct costs of which will be paid by the Applicant prior to the rental or event. The number of officers shall be determined by the Chief of Police.
12. Applicant acknowledges that its activities may be inspected at any time by ACCUG staff and authorities, including law enforcement, to ensure compliance with all legal requirements.
13. Applicant assumes liability for all damages to ACCUG property caused by any member of the group whether accidental, willful or the result of carelessness or negligence. Any damages shall result in the loss of security deposit in part or in full. Applicant acknowledges that a security deposit may not be sufficient to pay for such damages and that Applicant shall be responsible for all costs for damages that may be greater than the security deposit.
14. ACCUG reserves the right to require liability insurance with ACCUG named as additional insured. ACCUG may also require a refundable security deposit equal to half of the total event fees.
15. ACCUG authorities have the right, without refund, to terminate the dispensing of alcoholic beverages or to terminate the event if any requirement or condition of this permit is violated or if the conduct of participants of the event poses a danger to the health, safety and welfare of the public or to public property.
16. The designated areas in the facilities noted will be allowed for dispensing and consuming



## Athens-Clarke County Leisure Services Department Alcohol Usage Permit

### Lyndon House Arts Center

Rentable Indoor Spaces, Event Lawns and  
Terrace

### Morton Theatre

Lobby and Pharmacy

### Sandy Creek Nature Center

Education & Visitor Center: Classrooms &  
Exhibit Halls  
Walker Hall: Classrooms and Deck Areas

### Memorial Park

Memorial Hall  
Quinn Hall  
Bear Hollow Zoo (in-house events only)

### Sandy Creek Park

Community Building  
Barbeque Building  
Pavilion  
Visitor's Center  
Yacht Club

### East Athens Educational Dance Center

Presentation Hall and Lobby

### Bishop Park:

Athletic and Multipurpose Fields

### Trail Creek Park:

Outdoor Shelters  
Athletic Fields

### Southeast Clarke Park

Concession Area

### Athens Tennis Center

Lobby and Meeting Room  
Event Lawn and Patio

### Holland Youth Sports Complex

Concession Areas

### Dudley Park

Green Space

16. Outdoor designated areas within a special event where alcohol is permitted shall be securely enclosed on all sides by a fence, barricade or other similar such structure approved by Department staff so as to completely separate that area from the areas in which alcoholic beverages are not permitted. The total area may not exceed 4,000 square feet.

17. ACCUG Ordinances Reference: §1-10-32

#### **Permit Fees:**

**The following fees apply to all above facilities except the Lyndon House Arts Center (LHAC) and the Morton Theatre. Alcohol permit fees for the LHAC and Morton Theatre are factored into existing rental fees at this time.**

Location	Size of Event	Cost
Outdoor Event	Serving Area of no more than 2,000 sq. ft.	\$150
Outdoor Event	Serving Area of no more than 4,000 sq. ft.	\$300
Indoor Event	Less than 50 attendees	\$50
Indoor Event	More than 50 attendees	\$150



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Checks are made payable to Athens-Clarke County, and shall be paid in addition to and remitted at the same time as any other fees.

**Valid only when made in conjunction with a facility rental or special event permit and only if signed by the Applicant and an authorized ACCUG staff member.**

Applicant Name \_\_\_\_\_

Renter Group/Organization Name \_\_\_\_\_

Facility \_\_\_\_\_

Date of Event \_\_\_\_\_ Type of Event \_\_\_\_\_

Private \_\_\_\_\_ Public \_\_\_\_\_ Non-Profit Fundraiser \_\_\_\_\_

Reservation Hours \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Event Start Time \_\_\_\_\_ am/pm Event End Time \_\_\_\_\_ am/pm

Name of Licensed Caterer: \_\_\_\_\_

I, the undersigned, understand and agree to abide by the terms of this permit made available to me at the time of application. I further agree to defend, indemnify and hold harmless the Unified Government of Athens-Clarke County, its officers, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damages to property, which arises out of the use of premises or from any activity authorized by said permit, except only such injury or damages resulting from sole negligence of the Unified Government of Athens-Clarke County. I understand it is my responsibility to comply with all alcohol beverage laws of the State of Georgia and the Unified Government of Athens-Clarke County.

Designated area(s) of use: \_\_\_\_\_

For non-profit events, copy of notification of event to the State of Georgia provided \_\_\_\_\_ Staff initial

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Permit Approved By:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## Athens-Clarke County Leisure Services Department Alcohol Usage Permit

### Authorized Staff Signature

(Department Director, Division Administrator or Facility Supervisor only)

*This permit must be in the Applicant's possession during the course of the event, and, upon request, displayed to staff charged with supervision of the event.*

Office Use:

### **PAYMENTS:**

Security deposit      \$ \_\_\_\_\_

Permit fee      \$ \_\_\_\_\_