



ALCOHOL BEVERAGE REQUEST FORM (ABRF)

An organization or individual wishing to distribute, serve, or consume alcoholic beverages during any use of the Burien Community Center MUST complete and submit this *Alcohol Beverage Request Form (ABRF)* for approval. The applicant understands that completing this **ABRF does not guarantee** that you will be able to have alcohol during your event. It is simply a **request** and **must be approved** by the City prior to your event. Please note that your *ABRF* may be approved with additional conditions or even denied. The applicant must meet all obligations, rules and regulations set forth on this Form.

RULES AND REGULATIONS

1. Alcohol service and consumption is restricted to beer, wine, and champagne that is sold commercially. Home brewed alcohol or Liquor (i.e. whiskey, scotch, vodka, rum, tequila, etc.) and drinks containing liquor are prohibited.
2. This *ABRF* must be received by the City at least one (1) month prior to your event. Applicants that schedule an event less than one (1) month in advance may not be approved for alcohol as part of the event. You will be notified approximately two (2) weeks after submitting the *ABRF* on the status of your request.
3. A *Washington State Banquet Permit* must be obtained and displayed in the room during your event. A copy of this Permit must be received by the Burien Community Center at least fourteen (14) days prior to your event. It is the sole responsibility of the applicant to obtain and post such permit.
4. The use of beer kegs is prohibited.
5. If approved, alcohol is only allowed in the rented room and kitchenette if applicable. **Alcohol is prohibited in all other portions of the facility (including front, sides and back of building, parking lot, hallway, restrooms, lobby, storage closets and other rooms).**
6. The applicant is responsible for the conduct and behavior of the participants and guests involved in the rental activity. If it appears there is any sort of illicit service of alcohol; especially, but limited to service to minors, over service, unruly or disorderly conduct, the event will be shut down.
7. The applicant is responsible for cleaning the room(s), hallway, and bathrooms as outlined in the *Rental Information Brochure* and the *Rental Clean-Up Checklist*. This cleaning must be completed and the event must vacate the facility by the time listed on the Rental Application and Rental Contract Form.
8. Alcohol service is limited to the approved conditions on the reverse side of this *ABRF*.
9. Alcohol service must stop at least one (1) hour before the designated end time of your rental and may be requested to be served during the following times:

Monday – Thursday	Consult Facility Specialist
Friday	8:00 p.m. – 11:00pm
Saturday	2:00 p.m. – 11:00pm
Sunday	noon – 11:00pm
10. Serving alcohol without proper approval, outside the approved conditions, and/or in violation of any of the above rules and regulations may result citation by Police, immediate cancellation/shut down of event, forfeiture of Security Deposit, and/or additional fees/penalties.

SECURITY DEPOSIT Upon conclusion of your event, the City will determine what amount of your Rental Security Deposit, if any, shall be returned to the applicant. The City reserves the right to deduct appropriate fees from the Rental Security Deposit to cover expenses related to additional staff time, building/equipment repairs, replacement, cleaning, etc. in relation to your event. Furthermore, the City reserves the right to charge the applicant additional fees should the damage and other charges exceed the amount of the Rental Security Deposit paid by the applicant. In addition to the Rental Security Deposit, the Burien Community Center reserves the right to charge an additional Security Deposit for Alcohol use.

STAFFING/SECURITY

Security is required for any youth oriented rentals with alcohol i.e. birthday parties, baptisms, first communions, quinceanera, etc. For rentals exceeding 100 people, the City will determine if additional staff and/or security will be required during your rental based upon the presence of alcohol, estimated number in attendance, time of day, etc. If Security is required, **the renter must arrange** with Washington Patrol Division (253) 867-2060. Renters need to show proof of scheduled security service 14 days prior to the rental date. **THE APPLICANT WILL BE RESPONSIBLE FOR ADDITIONAL STAFFING AND/OR SECURITY COSTS.**

INSURANCE

Any organization and/or individual wishing to distribute, serve, or consume alcoholic beverages during any use of the Burien Community Center **is also required to obtain** a Certificate of Insurance evidencing Commercial General Liability Insurance written on an occurrence basis with limits no less than \$1,000,000 combined single limit per occurrence and \$2,000,000 aggregate for personal injury, bodily injury and property damage. Coverage shall include, but not limited to, blanket contractual, product/completed operation, broad form property damage, and employer's liability. The City shall be named as an additional insured on the Commercial General Liability Insurance Policy. A copy of the Certificate of Insurance must be received by the Burien Community Center 14 days prior to the event. Failure to provide proof of such coverage shall be grounds for denial of *ABRF*. It is the sole responsibility of the applicant to obtain this insurance. The Facility Specialist can provide you with more information on this.

NOTICE OF SERVING

For safety & building security the Burien Police Department is notified of all rentals with service of alcohol.

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INDEMNIFICATION AND HOLD HARMLESS

The applicant shall defend, indemnify, and hold the City of Burien, its officers, employees, and volunteers harmless from any and all claims, injuries, damages, losses, or suits arising out of, or in connection with, the performance of the Agreement, except injuries and damages caused by the sole negligence of the City. Additionally, the applicant has read and understands the requirements of this form and the regulation and rules governing the rental usage of Burien Community Center.

Signature (must be at least 21 years of age) _____ Name (please print) _____ Date _____

Contact Person (please print): _____

Driver's License #: _____ State: _____ Expiration Date: ____/____/____

Street Address: _____ City: _____ State: _____ Zip: _____

Day Phone: (____) _____ Evening Phone: (____) _____

Event Title: _____ Nature of Event: _____

DATE OF EVENT: _____ DAY: M TU W TH F SA SU

RENTAL RESERVATION TIME Start: _____ End: _____

DESIRED TIME TO SERVE ALCOHOL Start: _____ End: _____

ESTIMATE ATTENDANCE Total: _____ Under 21: _____

TYPE OF ALCOHOL TO BE SERVED (check all that apply)

No Liquor or drinks containing Liquor
 No Kegs Beer Wine Champagne
 Cans Bottles

IS THE EVENT By Invitation Only Open to the Public

IS RENTAL GROUP PROVIDING THE ALCOHOL? Yes No

WILL ALCOHOL BE SOLD? No Yes, WSLCB Permit # _____

FOR OFFICE USE ONLY

Received By: _____ Date: _____ Rental Application # _____

- 1. Are other rentals in building approved to serve alcohol? No Yes From _____ to _____ Location: _____
- 2. Are there Youth activities in the building? No Yes From _____ to _____ Location: _____
- 3. Is it a Youth oriented rental event? No Yes
- 4. Is a Washington State Banquet Permit required? No Yes
- 5. Will the Renters be required to purchase insurance? No Yes

STAFF RECOMMENDATION

APPROVE contingent upon:
 Receipt of Washington State Banquet Permit
 Receipt of Commercial Liability Insurance
 Alcohol Service Start time _____ End Time _____
 Additional Staff: _____ hrs x \$15/hr = \$ _____
 Additional Security: _____ hrs x \$ ____/hr = \$ _____
 Other: _____
Recreation Staff _____ Date _____

DENY because:

FINAL DETERMINATION

APPROVED **DENIED** Rec. Director _____ Date _____