

ALCOHOL BEVERAGE REQUEST FORM (ABRF)

Any organization or individual wishing to serve or consume alcoholic beverages at Tukwila Community Center MUST submit this Alcohol Beverage Request Form (ABRF). 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. 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 (including, but not limited to whiskey, vodka, rum, tequila) 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 Tukwila Community Center at least five (5) business days prior to your event. It is the sole responsibility of the applicant to obtain and post such permit. Permits can be obtained online at: <https://lcb.wa.gov/licensing/banquet-permits>
4. Beer kegs must remain in the kitchen at all times and are not allowed to be in any other rooms. Applicants that wish to have beer kegs are required to rent the kitchen.
5. If approved, alcohol is only allowed in the Banquet Hall, Social Hall, kitchen, and the Outside Patio area on the South side of the facility. Alcohol is prohibited in all other portions of the facility (including front and back of building, parking lot, hallway, restrooms, other rooms).
6. Applicant is responsible for the conduct and behavior of the participants and guests involved in the rental activity. Underage drinking (under 21 years of age) is strictly prohibited. SECURITY STAFF MAY BE REQUIRED.
7. Applicant is responsible for cleaning facility as outlined in the Rental Information Packet and the Rental Clean-Up Checklist. The cleaning must be completed and the event must vacate the facility by the time listed on the Rental Agreement.
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 Coordinator
Friday	8:00pm – midnight
Saturday	4:00pm – midnight
Sunday	noon – midnight
10. Serving/consuming alcohol without approval, outside approved conditions, or in violation of any of these rules and regulations may result citation by Police, immediate shut down of event, forfeiture of Damage Deposit, and/or additional fees/penalties.

FEES

A \$200 non-refundable Alcohol Fee will be charged to all applicants wishing to distribute, serve, or consume alcoholic beverages.

DAMAGE DEPOSIT

Upon conclusion of your event, the City will determine what amount of your Rental Damage Deposit, if any, shall be returned to the applicant. The City reserves the right to deduct appropriate fees from the Rental Damage 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 Damage Deposit paid by the applicant. In addition to the Rental Damage Deposit, the Tukwila Community Center reserves the right to charge an additional Damage Deposit for Alcohol use.

STAFFING/SECURITY

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. THE APPLICANT IS RESPONSIBLE FOR ADDITIONAL STAFFING/SECURITY COSTS.

INSURANCE

Any organization and/or individual wishing to distribute, serve, or consume alcoholic beverages during any use of the Tukwila Community Center may also be 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 Tukwila Community Center 7 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 Coordinator can provide you with more information on this.

INDEMNIFICATION AND HOLD HARMLESS

By checking this box, the Contact Person acknowledges that he/she is over the age of 21 and shall defend, indemnify, and hold the City of Tukwila, 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 Tukwila Community Center.

Contact Person: _____ Date: _____

Driver's License: _____ State: _____ Expiration Date: _____

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

Day Phone: _____ Eve Phone: _____ Email: _____

Event Title: _____ Nature of Event: _____

Event Date: _____ Day: _____ Room: _____

RENTAL RESERVATION TIME: Start: _____ End: _____

DESIRED TIME TO SERVE ALCOHOL: Start: _____ End: _____

ESTIMATED ATTENDANCE: Total: _____ Under 21: _____

ALCOHOL TO BE SERVED (mark all that apply): Beer Wine Champagne
 Cans Bottle Keg – Requires Kitchen Rental

By checking this box, the Contact Person acknowledges that Liquor and drinks containing Liquor are prohibited

IS THE EVENT: By Invitation Only Open to the Public

WHO IS PROVIDING THE ALCOHOL? Rental Group Guests Will Bring Their Own

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

FOR OFFICE USE ONLY

Received By: _____ Date: _____ Rental # _____

Is Group Having a Keg?

Have they Rented Kitchen?

Are there Youth Activities in the building?

Are other rentals in building approved to serve alcohol?

Is a Wash. St. Banquet Permit required?

Were Alcohol Fees Collected?

From: _____ To: _____

From: _____ To: _____

What/Location: _____

From: _____ To: _____

What/Location: _____

STAFF RECOMMENDATION

APPROVE contingent upon the following:

Receipt of Washington State Banquet Permit

Alcohol Service Start Time: _____ End Time: _____

Additional Staff: _____ Hrs x \$30/hr= _____

Additional Security: _____ Hrs x \$45/hr= _____

Other: _____

DENY because:

Rental Coordinator _____ Date _____

FINAL DETERMINATION

APPROVED

DENIED

Superintendent _____ Date _____