

CITY OF WILLITS POLICE DEPARTMENT
ALCOHOLIC BEVERAGE EVENT PERMIT

PERMIT NUMBER _____

APPLICANT ACKNOWLEDGES THAT THIS PERMIT DOES NOT AUTHORIZE APPLICANT OR ANY OTHER PERSON IN ATTENDANCE AT THE EVENT DESCRIBED IN THIS PERMIT TO SELL ANY ALCOHOLIC BEVERAGES TO ANYONE IN ATTENDANCE OR OTHERWISE WITHOUT AN ALCOHOL BEVERAGE CONTROL (A.B.C.) PERMIT.

Signature of Applicant

Applicant Name _____ Drivers License # _____

Address and Phone _____

Address City State Zip Telephone #

Organization Representing _____

Nature of Event _____

Location of Event _____

Date and Time of Event _____

Duration (if greater than 24 hours) _____

Attendance # _____ Persons under 21? Yes; No (if yes, # _____)

Type of alcoholic beverage _____

Conditions: Read and acknowledge Responsible Hospitality Guidelines.

Additional Conditions: SEE OVER

THE ABOVE APPLICANT HAS RESERVED THE ABOVE CITY OF WILLITS PROPERTY AND THIS PERMIT HAS BEEN REVIEWED AND APPROVED. Proof of Liability Insurance? Yes; No

Cathy Sanders, Planning Department, City of Willits

Date

THIS PERMIT IS EFFECTIVE AND EXPIRES ON THE FOLLOWING DATE AND TIME:

Effective Date/Time _____

Expiration Date/Time _____

APPROVED BY _____

TITLE AND DATE _____

SPECIAL CONDITIONS

- 1: Alcohol sales to be posted "No one served under 21 years".
- 2: Youthful consumers must have identification (ID) checked.
- 3: No on/sale alcohol to leave designated premises/area(s).
- 4: No off/sale alcohol to come on to premises.
- 5: Must not serve anyone obviously intoxicated.
- 6: A minimum of two (2) security personnel shall be required to be on duty during all public dances or functions where alcohol is served. Approved security personnel will be contracted by City Hall at applicant's expense.
- 7: Person in charge of event shall notify the Police Department of their presence at event and identify the qualified security.

CONSUMPTION OF BEVERAGES WILLITS COMMUNITY CENTER

CONSUMPTION OF ALL BEVERAGES SHALL BE RESTRICTED TO THE MAIN HALL AND BAR AREA. NO BEVERAGES ARE TO BE CONSUMED IN THE LOBBY AREA OR OUTSIDE OF THE BUILDING.

THE CITY OF WILLITS CAN REVOKE THIS PERMIT AT ANY TIME AND SHOULD THE SERVICES OF THE WILLITS POLICE DEPARTMENT BE NEEDED, THE RESPONSIBLE PARTY SHALL BE LIABLE FOR THE COST AND REIMBURSEMENT OF THOSE SERVICES.



Willits Police Department

125 E. Commercial St., Suite 150 • Willits, CA 95490-3146
(707) 459-6122 • Fax (707) 459-0405

"FOR THE PEOPLE"

GUIDELINES FOR OBTAINING A ONE-DAY USE PERMIT TO SERVE ALCOHOLIC BEVERAGES

To ensure the public safety of the citizens of Willits and your guests, the Willits Police Department has developed and implemented the following process for obtaining a One-Day-Use Permit to serve alcoholic beverages. We hope the process provides a helpful guide as you plan to carry out your social event.

1. Obtain and complete the appropriate application for a One-Day-Use Permit. Copies of the application can be picked up at the Willits Police Department.
2. Reserve facility through the Planning Department at City Hall. Pay any necessary deposits and/or fees required for facility use, cleaning and security. Have the alcoholic beverage permit signed by Planning Department designee.
3. Return the completed application to the Willits Police Department.
4. Review a video tape at the Willits Police Department (effective 09-01-95).
5. Review and apply relevant suggestions made in the pamphlet "*Keep Friendship Alive; A Guide to Planning Events and Parties Large and Small*".
6. Distribute to all of your servers – "*Facts About Serving Alcohol: The Servers Professional and Legal Responsibilities*" (effective 09-01-95).
7. Arrange, when feasible, training for all servers in Responsible Beverage Service concepts and practices for events where alcoholic beverages will be served.
8. Adhere to the following Responsible Beverage Service guidelines for events where alcoholic beverages will be served:

- a. Designate an individual to be responsible for the serving of alcoholic beverages to ensure low-risk use and that serving practices are in compliance with alcohol beverage laws;
- b. Promote recognition of a standard drink size and drink equivalent through serving practices (i.e., 12 ounce beer = 1 ¼ ounce spirits);
- c. As hosts, monitor guests' consumption of alcoholic beverages;

- d. Provide, when feasible, low salt, high protein foods and encourage their consumption. (The effects of alcohol are slowed most by high protein foods);
- e. Provide non-alcoholic beverages and keep them separate from alcoholic beverages;
- f. Post highly visible signs in beverage service areas regarding legal drinking age, and the support for the Community Covenant;
- g. Schedule, when possible, events at a time of day to discourage the possibility of drinking and driving.
- h. As host, encourage use of designated driver and group transportation;
- i. Ensure adequate staffing to oversee the event;
- j. When a server is in doubt as to the age of a guest, require valid identification before serving alcohol, confirming that the identification is that of the presenter;
- k. At least one hour before the end of the event, stop alcoholic beverage service and provide non-alcoholic beverages only.

I have read these Covenants and agree to comply with them.

Printed Name: _____

Signed Name: _____

Date: _____