

VILLAGE OF BRIARCLIFF MANOR RECREATION DEPARTMENT

3 Library Road, Briarcliff Manor, NY 10510

Phone: (914) 941-6560 ~ [www.briarcliffmanor.gov](http://www.briarcliffmanor.gov)

## ALCOHOL PERMIT APPLICATION

Today's Date: \_\_\_\_\_ Date(s) Requested: \_\_\_\_\_

Facility Requested: \_\_\_\_\_

Name of Individual or Organization: \_\_\_\_\_

Time: \_\_\_\_\_ to \_\_\_\_\_. Host/Person of Responsibility: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone (Home): \_\_\_\_\_ (Cell): \_\_\_\_\_ (Work): \_\_\_\_\_

Purpose of Use: \_\_\_\_\_

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Total Participants Expected: \_\_\_\_\_ Will a fee be charged? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, how much per person? \$\_\_\_\_\_

As Host, I understand it is my responsibility to comply with all liquor laws in New York State, including the prohibition against serving alcohol to persons who are underage.

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\_\_\_\_\_  
Applicant's Signature

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Fee for alcohol permit: \$\_\_\_\_\_

## VILLAGE OF BRIARCLIFF MANOR RECREATION DEPARTMENT

### Alcohol Use Policy & Guidelines

Use of alcohol on Village of Briarcliff Manor owned and operated property is permitted by special permit only. Alcohol fee must be submitted with your application. This fee will be returned if the application is denied. Under no circumstance may alcoholic beverages to be sold within Village parks and other recreation facilities. An approved permit from the Recreation Department must be obtained. **No person less than 21 years of age may possess and/or consume alcoholic beverages in any area in the Village of Briarcliff Manor.**

#### ALCOHOL PERMIT FEES:

	<b>Group Category</b>	<b>Alcohol Fee</b>
1	Village Organizations, School & Community/religious Groups (NFP) <b>MEETINGS*</b>	Not Available
2	Village Organizations, School Groups & Community/religious Groups (NFP) <b>HOSTING EVENTS*</b>	Varied depending on size; similar to groups 3-5
3	<b>Private Parties</b> Under 75 people	\$150 per event
4	<b>Private Parties</b> Over 76 - 150 people	\$200 per event
5	<b>Private Parties</b> Over 151 to 220 people	\$300 per event

The Briarcliff Manor Police Department may check on events when alcohol is being served. The Village reserves the right to limit quantities of alcoholic beverages.

If there is alcohol being served, **SERVICE OF ALCOHOL MUST END** one hour before the end of the event (this does not include clean-up time).

If a caterer is used to dispense alcohol, the caterer must have all required permits and/or licenses.

In addition, anyone serving alcohol (privately or by caterer) must submit a certificate of insurance, demonstrating proof that anyone providing alcohol has the following coverages:

#### **Commercial General Liability Liquor Liability**

Limits of \$1 Million each Occurrence, \$2 Million General and Products/Completed Operations Aggregates, \$1 Million Personal/Advertising Injury Liability/\$50,000 Fire Damage Legal Liability and \$5,000 Medical Payment Expense.

#### **Liquor Liability**

\$1 Million each Occurrence and \$2 Million Aggregate.

#### **Workers Compensation and Employers Liability**

Statutory limits and coverages.

The Village of Briarcliff Manor shall be listed as an additional insured on the Commercial General Liability and Liquor Liability Policies.