



ALCOHOL SERVICE ON PARK PROPERTY – REQUEST FORM

PURPOSE

This is NOT a liquor license. This application form is to request permission from the Department of Parks and Recreation to serve and/or sell alcohol on park property. Additional requirements for approval include the following:

- Liability insurance with City of St. Paul listed as an additional insured;
- Applicable liquor license(s) from Department of Safety and Inspections (DSI);
- St. Paul Police officer(s) hired through St. Paul Police Inspections Unit.

Name of Event/Organization:

Event Location:

Date (s) of Event:

Estimated Attendance:

Please tell us about the type of alcohol you propose to make available:

I/we wish to: SERVE SELL SAMPLE

3.2 Malt Beverage Strong Beer Wine

If *sampling*, please describe _____ the sampling in detail:

What time will the alcohol be served? Start time: _____ to _____ End time:

Note: Sales and service of alcohol must end ½ hour prior to end of event. No alcohol is allowed to be served until a Saint Paul Police Officer is physically at the site of the alcohol service.

Contact Person: _____ Title: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Daytime Phone: _____ Cell Phone/Day of Event Contact Number: _____

E-Mail Address: _____

I understand that if this request is approved, I must obtain all applicable licenses required by the City of Saint Paul Licensing and comply with all requirements listed in the City of Saint Paul, Department of Parks and Recreation’s Alcohol Service Policy and Procedures.

Signature: _____ Date: _____

Please return form **via e-mail or mail** to: Stacy Gillings, CPRP, CFM
Saint Paul Parks and Recreation, Citywide Special Events Coordinator
1100 Hamline Avenue North
Saint Paul, MN 55108
Stacy.Gillings@ci.stpaul.mn.us

If you have any questions, please contact Stacy Gillings at 651-632-2447.