



**ALCOHOL SERVICE ON PARK PROPERTY – 2017 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](mailto:Stacy.Gillings@ci.stpaul.mn.us)

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