



Procedure for Obtaining Permission to Serve Alcohol

- A written request (or the attached form-“Permission to Serve Alcohol”) must be submitted to the Imperial Centre Facility Rental Coordinator least four (4) weeks in advance of the event. Proof of insurance must accompany this request. The request must include event name and date, name of facility space being rented, type of alcohol being served, hours it will be served and hours that security will be provided. This request will be forwarded to the Parks and Recreation Director, who shall place the request on the next City Council agenda for action.

**Rocky Mount Parks & Recreation
Imperial Centre Facility Rental Coordinator
270 Gay Street
Rocky Mount, NC 27804**

Fax Number: 1-252-972-1563

- Alcoholic beverages may not be served for more than (4) four hours and cannot be served during the last 30 minutes of the event regardless of length.
- The event shall be sponsored by a non-profit organization or for a private function.
- The alcoholic beverages must be dispensed in accordance with the General Statutes of the State of North Carolina. The ABC Commission should be consulted for the applicable permit required for dispensing alcohol beverages.

www.ncabc.com

Main number: 1-919-779-0700

Fax number: 1-919-662-3583

Mailing Address: **North Carolina Alcoholic Beverage Control Commission
4307 MAIL SERVICE CENTER
Raleigh, NC 27699-4307**

Location Address: **North Carolina Alcoholic Beverage Control Commission
3322 Garner Road
Raleigh, NC 27610**

- No one under the age of 21 may be served alcoholic beverages.
- Applicant may be required to hire off-duty law enforcement officer(s) for the event. Determination will be made for this requirement prior to the issuance of the permit and is at the discretion of the Rocky Mount City Council based on the nature, character, time, size, history and location of the event.
- The applicant shall have general liability insurance with host liquor liability coverage endorsement or event liability insurance which shall provide coverage in the event of an incident resulting from the serving of alcoholic beverages at the function. The City of Rocky Mount shall be name as a co-insured in such policy. The minimum amount of coverage shall be \$1,000,000.
- The use of alcoholic beverages shall be in a controlled area and shall be specifically identified in the *Facility Use Agreement*. Failure to comply with this requirement may be grounds for denial of future requests.
- Additional liability insurance may be required with the City of Rocky Mount identified as co-insured. Determination will be made for this requirement prior to the issuance of the permit and is at the discretion of the Rocky Mount City Council based on the nature, character, time, size, history and location of the event.
- A standard waiver of liability and/or hold harmless agreement shall be executed by the applicant releasing the City of Rocky Mount of any liability associated with the serving of alcoholic beverages on City property.
- A *Facility Use Agreement* will be executed by and between the City of Rocky Mount and the non-profit organization or private group which will be binding and failure to comply with the terms and conditions of the agreement may result in denial of future requests by the requesting party.
- Host of the event shall be responsible for providing designated drivers or other means.



Request for Permission to Serve Alcohol
(This form must be submitted at least four (4) weeks prior to scheduled Event)

To: Director of Rocky Mount Parks & Recreation Department

This is a request to serve alcohol at my (our) scheduled event at the Imperial Centre on
(date of event) _____ and I (we) commit to comply with all rules and regulations
pertaining to the rental.

Imperial Centre Facility Space requested: _____

Number of people expected to attend: _____

Description of Event: _____

Type of Alcohol to be served: (i.e. beer, wine, liquor) _____

Alcohol will be served during the hours of: _____ and _____
(Serving of alcohol to cease ½ hour prior to end of event)

City of Rocky Mount Police Security will be provided during the hours of: _____ and _____

- A copy of the Event Insurance must be attached to this form.
- A copy of the alcohol permit must be submitted to the Imperial Centre Rental Coordinator at least two (2) weeks prior to the event.

Customer Signature: _____

Date: _____