

APPLICATION TO SERVE ALCOHOLIC LIQUOR IN CERTAIN PUBLIC FACILITIES

– For Special Events and Annual Permits –

This application must be submitted to the City Clerk’s office at least 60 days prior to event.
The Permit Fee as indicated below must be submitted with this application.
Late fee of \$50.00 for application submitted less than 60 days prior to event.

Please check the appropriate box for type of permit requesting:

- Special Event**
 - Issued to on-premises liquor license holder, and requires a Temporary Authorization from the Michigan Liquor Control Commission to expand serving area. **Fee: \$100.00**
 - Issued for event at Civic Center, 8th Street Market area, Windmill Island Gardens, DeGraaf Nature Center, Window-on-the-Waterfront, Holland Museum, Cappon House, West Michigan Regional Airport, Matt Urban Sports Complex, or Van Raalte Farm, and requires a Special One-Day Liquor License issued by the Michigan Liquor Control Commission. **Fee: \$100.00**
 - Issued for event at other City of Holland location not listed above, and requires a Special One-Day Liquor License issued by the Michigan Liquor Control Commission.
NOTE: Must be presented to City Council for approval by resolution. **Fee: \$100.00**
- Private Event at the Civic Center/ 8th Street Marketplace** – Issued to an organization, business, or individual for a private event at the Civic Center. Requires approval of the City Manager. **Fee: Included in rental**
- Private Event on Windmill Island** – Issued to an organization, business, or individual for a private event on Windmill Island. Requires approval of the Windmill Island Manager. **Fee: Included in rental**
- Private Event at West Michigan Regional Airport** – Issued to an organization, business, or individual for a private event at West Michigan Regional Airport. Requires approval of the City Manager or designee. **Fee: No fee required**
- Annual Permit** – Issued to a restaurant operated on property owned by the City at Windmill Island or West Michigan Regional Airport, and to the Holland Historical Trust for private events at the Holland Museum and Cappon House. **Fee: \$100.00 (Holland Historic Trust) or \$300.00 (Restaurant)**
- Annual Sidewalk Café Permit** – Issued to a restaurant authorized to operate as a sidewalk café under Chapter 32 of the Ordinance Code and has a license issued by the Michigan Liquor Control Commission for outdoor service. **Fee: \$100.00**
- Late Fee** – for application submitted less than 60 days prior to event **Fee: \$50.00**

Applicant Name: _____

Applicant Address: _____

Applicant Phone: _____ Cell Number: _____

Location of Event: _____

Address of Event: _____

Date of Event: _____ Time of Event: _____

Mark the appropriate boxes:

CHARGES:

- Will be charging for Alcohol
- Will not be charging for Alcohol
- Admission charge
- Not Applicable

PROVISION OF ALCOHOL:

- Alcoholic liquor will be provided by a person licensed by the Michigan Liquor Control Commission – Attach copy of license or indicate copy on file with facility manager for private events. (Required prior to final issuance of City license for special events)
- Alcoholic liquor will be provided by a person that is not licensed by the Michigan Liquor Control Commission – Attach a complete description of the basis for exemption from the state licensing requirements.

SPECIAL EVENT:

- For special event – Attach description of: proposed facility and layout requirements, how beer and wine will be sold, how beer and wine sale and consumption will be restricted to a specific area, how underage drinking will be prevented, and training to be offered to all staff and volunteers. This application, proof of insurance and Michigan Liquor Control Commission Special License must be filed with the City Clerk’s office.

CIVIC CENTER / 8TH STREET MARKETPLACE:

- For private or public event to be held at the Civic Center and/or 8th Street Marketplace – Attach rental agreement, alcohol agreement, proof of insurance and any other required documents. This application and proof of insurance must be filed with the City Clerk’s office.

WINDMILL ISLAND:

- For private event to be held at Windmill Island – Attach rental agreement, alcohol agreement, proof of insurance and any other requirements. Signed rental agreement and proof of insurance must be on file with the Windmill Island Manager.

WEST MICHIGAN REGIONAL AIRPORT:

- For private event to be held at West Michigan Regional Airport – Attach alcohol agreement, proof of insurance and any other requirements. Signed agreements must be on file with the Assistant City Manager or designee.

HOLLAND MUSEUM/CAPPON HOUSE

- For private event to be held at properties managed by the Holland Historic Trust (Holland Museum and Cappon House) – Attach a copy of the rental agreement as approved by the City of Holland.

SIDEWALK CAFE:

- For sidewalk café – Attach proof of issuance of a Sidewalk Café Permit, Tabletop License from the Michigan Liquor Control Commission, and Outdoor Service Permit from the Liquor Control Commission.

TENTS:

- Tent is proposed to be erected – Attach specific information as to size, location, method of anchoring, etc.

See Sec. 22-10 of the City of Holland Ordinance Code for the City's policy for the Sale/Consumption of Alcohol on Public Property.

- Applicant will be notified upon approval of the City so that the information can be transmitted to the Liquor Control Commission; however, no permit will be issued by the City of Holland until the applicant provides proof of issuance of the license by the Liquor Control Commission and proof of required insurance.
- On-premises liquor license holder will be required to provide proof of Temporary Authorization from the Michigan Liquor Control Commission to expand the existing serving area before permit will be issued.
- Written documentation from the facility manager for the public facility indicating that the facility has been reserved by the applicant for the event must be submitted with application.
- Certificates of General Liability Insurance and Liquor Liability Insurance including the Additional Insured Endorsement which name **the City of Holland, its officers, agents and employees are included as additional insureds**, and provides for at least 15 days notice of cancellation must be submitted prior to issuance of the permit. The minimum amount is \$1 million per occurrence and \$2 million aggregate. All parties involved in conducting the event shall also be named as additional insureds.
- Applicants must adhere to all conditions as stated in the Policy for Sale /Consumption of Alcohol on Public Property.
- Additional information as deemed necessary by the City Manager or City Clerk must be submitted promptly by the applicant.
- A Special Event Permit may not be issued under any circumstances for Centennial Park, Kollen Park, Van Bragt Park, Smallenburg Park, or Prospect Park.

I hereby swear or affirm that the above information is correct to the best of my knowledge.

I further swear or affirm that I have read the Ordinance and the City Policy with regards to alcohol on public property, and agree to comply with all terms and conditions of a permit, if issued.

Date

Signature of Applicant

The City Manager may deny the requested permit if, based on information acquired by or submitted to the City Manager, the issuance of the permit is contrary to the public health, welfare and safety. An applicant may appeal the City Manager's decision to not issue the permit to the City Council by filing with the City Clerk a written request for a hearing before the City Council.