

**Municipality of Anchorage**  
**DEPARTMENT OF HEALTH AND HUMAN SERVICES**  
 825 L Street, 4<sup>th</sup> floor (Director's Office)

**APPLICATION TO SELL OR SERVE  
 ALCOHOLIC BEVERAGES ON MUNICIPAL PROPERTY**

**INSTRUCTIONS**

1. Application must be submitted ten (10) or more working days prior to activity for processing.
2. The applicant shall pay a permit fee of \$25.00 for each rented day.
3. Questions: Call 343-6718.

**ORGANIZATION/ACTIVITY INFORMATION**

DATE OF APPLICATION                      ORGANIZATION or INDIVIDUAL NAME                      TELEPHONE NUMBER(S)

ORGANIZATION'S or INDIVIDUAL'S MAILING ADDRESS                      CITY                      STATE                      ZIP

INDIVIDUAL'S NAME MAKING APPLICATION                      POSITION IN ORGANIZATION

DESCRIPTION OF EVENT

WILL ADMISSION BE CHARGED?     YES     NO    IS THE EVENT A FUNDRAISER?     YES     NO

WILL A CHARGE BE MADE FOR BEVERAGES?     YES     NO

DATE (S)                      TIME(S)                      TOTAL DAYS/TIMES

ESTIMATED NUMBER TO ATTEND                      DESCRIPTION OF BEVERAGE(S)

LOCATION OF EVENT (check)

Anchorage Senior Center, 1300 E. 19<sup>th</sup> Ave., Anchorage, AK 99501

Other: \_\_\_\_\_

The applicant shall save, hold harmless, and indemnify the Municipality of Anchorage from any claims, law suits, or judgements arising from loss, damage to property, or injury to persons from the serving of alcoholic beverages during the above described activity or event.

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**FOR MUNICIPAL MANAGER'S OFFICE USE ONLY**

\$25.00 X TOTAL NUMBER OF EVENT DAY(S) /TIME(S) LISTED ABOVE                      \*TOTAL PERMIT FEE DUE

\*\$25.00 X \_\_\_\_\_ (DAYS) = \$ \_\_\_\_\_

DATE PAYMENT RECEIVED                      AMOUNT RECEIVED                      RECEIVED BY                      CASH RECEIPT NUMBER

**MUNICIPAL MANAGER/DESIGNEE (DHHS & Risk Management)**

Risk Management:     APPROVED     DISAPPROVED    \_\_\_\_\_                      Date \_\_\_\_\_

DHHS Director:     APPROVED     DISAPPROVED    \_\_\_\_\_                      Date \_\_\_\_\_

**SPECIAL CONDITIONS OF APPROVAL (office use only)**

- A. Liability insurance is required.**
- B. Alcoholic beverages must be confined to areas rented.**
- C. Alcohol waiver and party plan must remain on site for staff enforcement and to resolve conflicts.**
- D. Future Alcohol Waivers may or may not be approved.**

**Municipality of Anchorage**  
**DEPARTMENT OF HEALTH AND HUMAN SERVICES**

**ALCOHOL WAIVER APPLICATION PROCEDURES**

The following items must be presented in order to begin processing your application.

- 1) Type or print all information requested on the form on the previous page.
- 2) **A party plan must be written and attached to the form.** Identify the following points:
  - a) Children to adults ratio.
  - b) Anticipated attendance.
  - c) How will the beverages be served, i.e., self-serve, controlled by assigned volunteers, licensed bartender, etc.
  - d) Type of beverages - beer, wine, and hard liquor and how served (bottles, glass, keg, etc.)
  - e) Date/Time/Place of event.
  - f) Identify designated drivers for those too intoxicated to drive. List their names and phone numbers.
  - g) Event contact person and phone number.
  - h) Any other points that you feel should be known.
- 3) **For individuals:**  
A copy of **general liability** insurance policy at a value no less than \$300,000.00 is required. This can be attached to a business policy, homeowner's policy, and a renter's policy or obtained separately. The copy of insurance should name The Municipality of Anchorage as an **additional insured** as well as the Anchor-Age Center, Inc. Please call your insurance agent for rates and inquiries regarding insurance and applicable fees.  
**For Company or Organizational gatherings:**  
A copy of **liquor liability** insurance policy at a value no less than \$300,000.00 is required. This policy must show that the insured has **Liquor Liability Coverage, (Host Liquor Liability if selling alcohol)** and should name the Municipality of Anchorage as an **additional insured**. This will be required for **all** events.
- 4) If your event is open to the public, a copy of the approved Alcohol Beverage Control (ABC) Board Special Event permit or Caterer's Permit as required by AS 04.11.230 and AS 04.11.240 must be provided to process a request. The Alcohol Beverage Control Board requires this permit process. For further information, call 269-0350.

After submission of the above items to the **Department of Health and Human Services**, the approval process will take a **minimum** of ten (10) working days. **PLEASE PLAN AHEAD AND DON'T WAIT UNTIL THE DAY BEFORE!!** Upon approval, a call will be made to you. Payment is due at the time of processing the permit/signature. Other requirements may be identified as conditions of the approval, e.g. bonding, security protection or limitations.

**THE RESPONSIBILITY AND CONCERN FOR SAFETY IS IN YOUR HANDS.**

## **Alcohol Beverage Control (ABC) Board Special Event permit or Caterer's Permit**

### **Caterer's Permit.**

- (a) A caterer's permit authorizes the holder of a beverage dispensary license to sell or dispense alcoholic beverages at conventions, picnics, social gatherings, sporting events, or similar affairs held off the holder's licensed premises. The permit may only be issued for designated premises for a specific occasion and for a limited period of time.
- (b) The written approval of a law enforcement agency having jurisdiction over the site of the occasion for which the permit is sought must be obtained and accompany the application.
- (c) A caterer's permit may not be transferred or renewed.
- (d) A caterer's permit must be surrendered to the board, its agent, or the law enforcement agency approving the permit within 48 hours of its expiration time. Failure to surrender the permit is cause, in the discretion of the board, for denial of applications for permits made in the future by the permittee.
- (e) The fee for a caterer's permit is \$50 and shall accompany the application for a permit.

### **AS 04.11.240. Special Events Permit.**

- (a) A special events permit authorizes the holder to sell or dispense beer or wine for consumption at designated premises for a specific occasion and limited period of time. Only nonprofit fraternal, civic, or patriotic organizations active for a period of at least two years before application and incorporated under AS 10.20 are eligible for a special events permit, and only if all profits derived from the sale of beer or wine are paid to the organization and not to an individual.
- (b) An application for a special events permit must be received in the main office of the board at least 10 days before the date for which the permit is requested. The application must be signed by both the president and secretary of the organization applying for the permit. A sworn affidavit showing the length of time the organization has been in existence must accompany the application, together with a certified copy of the resolution of the board of directors authorizing the application. The written approval of the law enforcement agency having jurisdiction over the designated premises of the occasion for which the permit is sought must also be obtained and accompany the application.
- (c) The special events permit must be surrendered to the board, its agent, or the law enforcement agency approving the permit, within 48 hours of its expiration time. Failure to surrender the permit is cause, in the discretion of the board, for denial of applications for permits made in the future by the organization. No more than five special events permits may be granted to an organization, including its auxiliary, in any one calendar year.
- (d) A special events permit may not be transferred or renewed.
- (e) The fee for a special events permit is \$50 a day.