



The City of Rocky Mount

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 Rental Coordinator least two one month in advance of the event. Proof of insurance and an ABC permit 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 city manager’s office, who shall determine the approval of the documents.

Rocky Mount Parks & Recreation - 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. No exceptions will be made.
- 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. This is a separate State of North Carolina process. Applicants should allow adequate time to complete.

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
 322 Garner Road
 Raleigh, NC 27610

No one under the age of 21 may be served alcoholic beverages.

Applicant will 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 Manager 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 specifically identified in the Facility Use Agreement and the ABC Permit. 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 Manager 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.

It is the renter’s responsibility to contact the ABC Board to determine the applicable permit required for their event. A copy of any permit issued must be provided to the Facility Rental Coordinator at least one month prior to the event.

It will be the renter’s responsibility to hire bartenders. No alcoholic beverages are allowed outside of the event room(s) including outside of the building. The renter assumes all liability in regard to alcoholic beverages served and consumed during their event.

In order to maintain safety, the Parks and Recreation staff reserves the right to request guests that are perceived to be overly intoxicated to leave the premises. Host of the event shall be responsible for providing designated drivers or other means.

Checklist to Submit a Request to Serve Alcohol Application

Please check the appropriate box to show that you have completed or included the document with this request.

Return to rental office by _____ . (one month prior to event date)
Keep a copy of the application for your files.

Applicant (Print) _____ Signature _____ Date: _____

Rental location _____ Event Date _____ Time _____ to _____

Alcohol will be served between the hours of: _____ and _____

Items to Include	Included?
1. Checklist for submitting a complete application	<input type="checkbox"/>
2. Applicant's completed rental agreement	<input type="checkbox"/>
3. Applicant's Completed release and indemnity agreement	<input type="checkbox"/>
4. Applicant's certificate of insurance in the amount of \$1,000,000 identifying the City of Rocky Mount as the co-insured.	<input type="checkbox"/>
City of Rocky Mount Police security has been arranged from the hours of _____ to _____. Contact Sgt. Ryan Hepler, (252) 972-1475 or ryan.hepler@rockymountnc.gov by _____. (Ten days prior to the Return to rental office deadline above.)	<input type="checkbox"/>
<p>5. NC ABC Commission Limited Special Occasion Permit IN THE NAME OF THE APPLICANT. <i>The permit, application and insurance must be in the same name.</i></p> <p>The ABC Commission does not require a permit for beer and wine; this is a requirement of the City of Rocky Mount to serve <i>any</i> type of alcohol in a City facility. The items below are required by the ABC Commission to receive the Limited Special Occasion Permit. These items are subject to change by the ABC Commission.</p> <ul style="list-style-type: none"> A. Complete the application by printing in ink. B. Application must be notarized. C. Fee is \$50.00 submitted by certified check, cashier's check or money order made payable to the NC ABC. D. Submit a copy of the lease/rental agreement or complete "Lease Information Box" on the back of this form E. Submit a certified copy of the applicant's Criminal Record. May be obtained from the Clerk of Court in the county in which you reside. <p style="text-align: center;"><i>Non-profit organizations are required to receive a Special One-Time Permit which has different requirements.</i></p>	<input type="checkbox"/>

Office Use Only

Rental Staff Signature _____

Imperial Centre Superintendent Signature _____

Parks & Recreation Director's Signature _____

City Manager Signature _____