

Town of Ticonderoga

132 Montcalm Street
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Ticonderoga, NY 12883



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TOWN OF TICONDEROGA FACILITY USE ALCOHOL REGULATIONS

These regulations are in addition to and in no way substitute the Town of Ticonderoga Facility Use Requirements:

- A. No person under the legal drinking age may possess or consume alcoholic beverages in the Town of Ticonderoga.
- B. Alcohol use as permitted pursuant to a duly issued Facility Use permit shall be limited to beer, wine, or champagne.
- C. Alcohol may only be used on Town property by permit only and such permit must be requested and filled out at the time the facility use application is made.
- D. There will be no sale or providing of alcoholic beverages permitted at the Town facilities without an Alcohol Permit/License from the New York State Liquor Authority, and authorization from the Town of Ticonderoga.
- E. The use or provision of alcoholic beverages and indoor facilities will not exceed four (4) hours for any one event. The specific time shall be written on the Alcohol Use Permit submitted by the applicant and will be monitored by staff.
- F. During all rental uses, a Town employee may be present to monitor alcohol use and shall be allowed to have access to all areas of the event.
- G. No alcoholic beverages shall be permitted on Town property other than by permit in locations designated by such permit.
- H. All alcoholic beverages permitted shall be dispensed in a cup and not in the actual container.
- I. The Town of Ticonderoga reserves the right to reject any or all applications along with the right to modify these regulations at any time and revoke any permit previously granted for violation of these regulations in the Town's sole discretion.
- J. Permits issued will be for single-event, single-vendor, single-date, in defined, designated and confined area with a maximum capacity indicated.

K. ALCOHOLIC BEVERAGES: To serve or provide alcoholic beverages at any Town of Ticonderoga facility, the following requirements apply:

- i. An individual that seeks to serve or provide alcoholic beverages at a Town of Ticonderoga facility must provide proof of Event Insurance including Liquor Liability, in the following amounts: \$1,000,000 combined single limits and \$2,000,000 aggregate for Bodily Injury & Property Damage Liability, including Liquor Liability coverage, and naming the "Town of Ticonderoga, at 132 Montcalm Street, Ticonderoga, NY" as a Certificate Holder and an Additional Insured.
 - ii. A league, organization, group and/or business that seeks to serve or provide alcoholic beverages at a Town of Ticonderoga facility must provide proof of Commercial General Liability or Personal Liability insurance coverage, including Liquor Liability, in the following amounts: \$1,000,000 combined single limits and \$2,000,000 aggregate for Bodily Injury & Property Damage Liability, including Liquor Liability coverage, and naming the "Town of Ticonderoga, at 132 Montcalm Street, Ticonderoga, NY" as a Certificate Holder and an Additional Insured.
 - iii. If the event a caterer provides or serves alcoholic beverages as part of its agreement with the applicant, the caterer must provide proof of insurance, including Commercial General Liability or Personal Liability insurance coverage, including Liquor Liability in the amount of One Million Dollars (\$1,000,000.00) combined single limits and Two Million Dollars (\$2,000,000.00) aggregate for Bodily Injury & Property Damage Liability, including Liquor Liability coverage, and naming the "Town of Ticonderoga, at 132 Montcalm Street, Ticonderoga, NY" as a Certificate Holder and an Additional Insured.
- L. Those applying for an Alcohol Permit that have an established business in the Town of Ticonderoga will be exempt from the permit fee.

APPLICATION FOR TOWN OF TICONDEROGA FACILITY
ALCOHOL USE PERMIT
FEE: \$50.00

SPONSOR INFORMATION

Name of sponsoring Individual or Organization: _____

Your Title in the Organization: _____

Mailing Address: _____

Phone: _____

Fax: _____

Email: _____

Emergency Contact: _____

Phone: _____

EVENT INFORMATION

Brief Description of Event: _____

Event Date: _____

Event Time(s): Beginning: _____

Ending: _____

Location: _____

(Please provide sketch plan of event set up on the day of the event, to include location where alcohol
will be served and a general layout of the event along with this application to be submitted)

DISPENSER/CATERER

Name of Licenses Dispenser/Caterer: _____

License Information: _____

(You must provide copy of dispenser/caterer license and liquor liability insurance along with this application to be submitted)

Mailing Address: _____

Phone: _____

Fax: _____

Email: _____

Insurance carrier: _____

Is Town of Ticonderoga listed as "additional insured"? _____ Yes _____ No

ADDITIONAL EVENT INFORMATION

Anticipated Attendance Per Day: Adults: _____ Youth (Under 17): _____ TOTAL: _____

What is the anticipated percentage of Ticonderoga Town Residents: _____ %

Will there be an admissions charge, sale, solicitation, donation or collection involved in your use? _____

Explain: _____

Describe security measures that you plan to engage to ensure that individuals under the age of twenty-one (21) are not consuming alcohol at your event: _____

What type of onsite management will you have at the event? _____

How will you be advertising the event? _____

What type of signage, if any will require the placing of signs, flyers or posters on Town Property? _____

What type of signage will you have at the event regarding the restrictions of consumption of alcohol? _____

What type(s) of alcohol do you plan on serving at your event? _____

Will there be any other paid services at the event? {i.e. food catering, band, performer(s), speaker, etc.} _____

ADDITIONAL DOCUMENTS NEEDED

Have you included a copy of the following along with this application:

_____ 1.) Copy of sketch plan to detail event layout

_____ 2.) Copy of license to serve alcohol at event from dispenser/caterer

_____ 3.) Proof of insurances which names the Town of Ticonderoga as additional insured

INDEMNIFICATION

Event Sponsor and Licensed Dispenser/Caterer agree to indemnify, hold harmless and defend the Town of Ticonderoga for all costs, claims, demands, and actions, legal or equitable, including payment of all attorney fees and costs, arising directly or indirectly from the sale, service and consumption of alcoholic beverages at the Town of Ticonderoga facility set forth in the alcohol use permit, whether resulting for any acts or omissions by the sponsor, the licensed dispenser/caterer, or their respective employees or agents or by any participants or guests of the sponsor.

AGREEMENT TO COMPLY WITH TOWN OF TICONDEROGA POLICY CONCERNING THE SALE, SERVICE AND CONSUMPTION OF ALCOHOLIC BEVERAGES AT TOWN FACILITIES

Event Sponsor and Licensed Dispenser/Caterer agree to comply with the provisions of the Town of Ticonderoga Policy concerning the sale, service and consumption of Alcoholic Beverages at Town facilities, and the conditions of this alcohol use permit, and acknowledge that the Town Supervisor or his/her designee and the Town of Ticonderoga Police Department have the authority to revoke this permit and cancel the event activity at the Town Facility without any prior notice and without any liability to the Event Sponsor and/or Licensed Dispenser/Caterer any other party at any time either before or during any event at the Town Facility if he or they determine that violation of or potential violation of said policy or the conditions of this permit are about to occur or have occurred. The Town at all times maintains the sole discretion over this permit and its ability to revoke or terminate at any time without any liability to the Town.

ANY CHANGE ALTERATION OR MODIFICATION OF INTENDED USE MUST BE APPROVED BY THE TOWN OF TICONDEROGA. CHANGES CAN RESULT IN CANCELLATION OF THE USE OR CHANGE IN USE REQUIREMENTS AND/OR FEES.

I, the undersigned, hereby certify that I have read this document, I understand same and certify that I have the authority to enter in to this agreement:

Signature of Sponsor

Date: _____

Print name of Sponsor

Title (if any)

Signature of Licensed Dispenser/Caterer

Date: _____

Print name of Licensed Dispenser/Caterer

Title (if any)

APPROVAL

Approval is given for the sponsoring individual or organization to have a licensed local dispenser/caterer sell alcohol beverages at the above described event on the date(s) and at the time specified above, subject to the conditions listed below (if any).

Town of Ticonderoga Facility Manager

Town of Ticonderoga Supervisor

Special Conditions of Alcohol Use Permit: _____

