



Milford Recreation Department  
Parsons Government Complex  
70 West River Street  
Milford, CT 06460  
phone: 203-783-3280

## APPLICATION FOR PERMIT TO ALLOW ALCOHOLIC BEVERAGES

Pursuant to Milford Code of Ordinances §15-3, it shall be unlawful for any person within the boundaries of any City property to consume or have in his or her possession and/or control an open container of alcoholic beverages of any kind. Notwithstanding the foregoing, alcoholic beverages may be allowed on certain City property upon the approval of this Application. Approval of this Application shall require an approved Application for Use of City Facilities form with all departmental signoffs and proof of proper insurance. Completed Applications **MUST** be submitted at least fourteen (14) days prior to the event in order to be considered. Applications submitted less than fourteen (14) days prior to the event **WILL NOT** be considered.

Name of Applicant: \_\_\_\_\_  
(Individual / Business / Organization Name)

Contact #1: \_\_\_\_\_ Contact #2: \_\_\_\_\_  
Address: \_\_\_\_\_ Address: \_\_\_\_\_  
Email: \_\_\_\_\_ Email: \_\_\_\_\_  
Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

Place of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Approximate # of Attendees: \_\_\_\_\_

Responsible Party: \_\_\_\_\_ Phone: \_\_\_\_\_  
(The Responsible Party is the contact person during the event and as such much be present for the entire event)

The applicant agrees to abide by all applicable laws of the State of Connecticut and City of Milford and the rules and regulations set forth on the reverse side of this Permit.

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Date)

### Recreation Department Final Approval

Prior to final approval by the Recreation Director, the following documents **MUST BE** properly completed and attached:

- \_\_\_\_\_ Application for Use of City Facilities
- \_\_\_\_\_ Indemnification Agreement
- \_\_\_\_\_ Certificate of Insurance with liquor liability endorsement binding coverage for Applicant

- \_\_\_\_\_ Event set-up diagram
- \_\_\_\_\_ Security Plan, if required by MPD

\_\_\_\_\_  
(Recreation Director)

\_\_\_\_\_  
(Date)



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### PROCEDURE:

- 1) **NO LATER THAN 14 DAYS** prior to the Event, the Applicant shall provide to the City of Milford Recreation Department:
  - a) A completed Application for Use of City Facilities, which must include all required departmental signoffs;
  - b) A completed Application for Permit to Allow Alcoholic Beverages;
  - c) A Certificate of Insurance, as required by the Application for Use of City Facilities, which **must** include an endorsement binding liquor liability coverage for the Applicant;
  - d) An Event set-up diagram outlining the following:
    - i) Layout of event showing where alcohol will be located; and
    - ii) Description of how alcohol will be served and/or provided (i.e., self-service, controlled by assigned volunteers, bartender, etc.). If self-service, include plan on how alcohol use will be monitored.
  - e) A Security Plan, if required by the Milford Police Department.

### RULES & REGULATIONS:

1. Wine, beer/malt beverages and hard seltzers may be served. No hard liquor is permitted;
2. No glass bottles shall be allowed;
3. Alcoholic beverages shall only be served to guests 21 years of age or older. Applicant is responsible for checking ID's to be sure not one under 21 years of age is served and/or consuming alcohol;
4. Alcoholic beverages are limited to the Place of Event set forth on this permit;
5. Alcoholic beverages are limited to the Time of Event set forth on this permit;
6. The Responsible Party shall be present and readily available at all times during the Event;
7. This permit shall be readily available at all times during the Event and shall be presented to proper authorities upon request. Failure to present this Permit upon request shall be sufficient basis for terminating the use of alcoholic beverages and requiring their removal from the facility;
8. Applicant is solely responsible for the conduct of all individuals attending the Event. Excessive use of alcohol is prohibited, and where such conduct results in a disturbance or annoyance to others, it shall be sufficient basis for revocation of this Permit;
9. Applicant is responsible for supervising service of alcoholic beverages to attendees. This permit may be revoked, and service of alcohol suspended if it is determined by property authorities that proper controls are not be adhered to;
10. Applicant is responsible for compliance with all Federal, State and local laws and ordinances; and
11. In accordance with the Indemnification Agreement, Applicant shall indemnify and hold harmless the City of Milford for any and all claims for damages or injury to persons or property to the extent of the Applicant's insurance coverage as required by the City of Milford which may arise out of the Applicant's use of the public places, which are accepted in an "as is" condition. Indemnification shall include the duty to expend reasonable attorney's fees for the defense of any such claim.