



## APPLICATION FOR ALCOHOLIC BEVERAGE POSSESSION, CONSUMPTION OR SALE

Town of Melbourne Beach

507 Ocean Avenue, Melbourne Beach, Florida 32951

Phone: (321) 724-5860

Fax: (321) 984-8994

Please complete this form and return it to the Melbourne Beach Town Hall at the above address.

Application Date: \_\_\_\_\_ Type of event: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_ to \_\_\_\_\_ (including set up & clean up) \_\_\_\_\_ hours

Facility: ☐ Community Center ☐ Pavilion ☐ Number attending? \_\_\_\_\_ Will it be catered? \_\_\_\_\_

Name of licensed caterer \_\_\_\_\_ Organization \_\_\_\_\_

Will alcohol be sold? \_\_\_\_\_ Will food and beverages be sold? \_\_\_\_\_

Applicant/Permittee: \_\_\_\_\_ Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Address: Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Alternate contact: (optional) \_\_\_\_\_

Other pertinent information: \_\_\_\_\_

### **ALCOHOL**

\_\_\_\_\_ I understand a \$200 refundable deposit is required.

\_\_\_\_\_ I understand only licensed bartenders & caterers can take alcohol into, or serve alcohol in, any Town facility.

\_\_\_\_\_ All designated server/s shall hold an Alcohol License and/or a Certificate of Bartender Training.

\_\_\_\_\_ Photo ID of Servers/Bartenders

\_\_\_\_\_ License or Certificates

\_\_\_\_\_ Liability Insurance from Applicant

\_\_\_\_\_ **Applicant must show host liquor rider on proof of insurance.**

We require \$1,000,000 public liability coverage. The Town of Melbourne Beach must be listed as additional insured. The Town cannot offer recommendations for coverage.

\_\_\_\_\_ **Proof of coverage is due no later than 30 days prior to the date of the event.**

**As the applicant, I hereby certify that the information I have provided on the form is complete and accurate to the best of my knowledge. I agree to abide by the Terms set forth in this application, and the Ordinances of the Town of Melbourne Beach. I understand that failure to do so may lead to the cancellation of the event, the denial of future permit applications, and/or other legal action.**

\_\_\_\_\_  
APPLICANT SIGNATURE AND AGREEMENT TO TERMS

\_\_\_\_\_  
DATE

Reference: Chapter 53 of the Melbourne Beach Town Code.

Updated: 6/21/2021

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*For Town Use Only*

<b>APPROVAL OR DENIAL</b>		<i>Approval signatures required</i>	<b>COMMENTS</b>
_____ DATE	_____ CHIEF OF POLICE – Recommend		_____
_____ DATE	_____ PUBLIC WORKS – Recommend		_____
_____ DATE	_____ FIRE CHIEF/ FIRE MARSHAL – Recommend		_____
_____ DATE	_____ TOWN MANAGER – Approval or Denial		_____
Additional comments: _____			
_____			

- CHECKLIST:
- \_\_\_\_\_ PHOTO I.Ds of Servers/Bartenders
  - \_\_\_\_\_ LICENSE OR CERTIFICATES
  - \_\_\_\_\_ HOST LIQUOR RIDER included with LIABILITY INSURANCE