

Facility Alcohol Permit
Beer, Wine & Liquor

Permit and \$100.00 fee are due at least 60 days prior to event.

Renter Name _____ Renter Phone _____

Address _____

Renter Email _____

Day of Event Contact _____ Cell Phone _____

Facility Reserved _____

Date of Reservation _____ Start Time _____ End Time _____

Alcohol Serving Start Time _____ Last Call Time* _____

**Last call should be at least one hour before rental end time to allow enough time to tear down and clean up.*

Security officer(s) must arrive 30 minutes before the start of service and remain onsite until 30 minutes after last call.

Two-hour minimum required for security.

Security Start Time (30 min before Serving Start Time) _____ Security End Time (30 min after Last Call) _____

Officers: _____ x Hourly fee **\$50.00** x # Hours: _____ = _____ **Amount due**

Up to 200 people = 1 officer, *200 to 300 people = 2 officers, *300 or more people = 3 officers

(*Maximum capacity: Thompson Barn = 200; Community Center MPR = 400; Senior Center = 80)

The renter must notify LPRD of any changes in attendance that will affect the number of security officers required.

The applicant understands and agrees as follows:

- **Alcohol cannot be consumed without a Lenexa Police Officer present. It is your responsibility to inform family members, guests and vendors of this policy.**
- **Security Fee is due in the form of cash and paid directly to the security officer(s) as soon as they arrive.**
- **Lenexa staff will schedule the officer(s) for your event.**
- Cancellation of a security officer must be made two business days prior to event. Renter will be responsible for two hours of pay to each scheduled security officer if cancellation is made less than two business days prior to the event.
- Renter or Day of Event Contact is personally responsible for the conduct of guests, vendors, and all aspects of the event.
- All persons in attendance must comply with all City, State and County laws regarding serving alcohol.
- No alcohol is permitted outside the building (except on the front patio of the Thompson Barn).
- This permit does not authorize the sale of alcohol. No person shall sell alcohol at the rented facility without first obtaining any and all necessary permits authorizing such sale from the Kansas Division of Alcoholic Beverage Control.

I have read the foregoing and agree to abide by all applicable laws, ordinances, rules and regulations of the Lenexa Parks and Recreation Department and the City of Lenexa.

Signature of Applicant

Date

*To book security, return this Alcohol Permit to
Lenexa Parks and Recreation: email parksandrec@lenexa.com, fax 913-477-7151 or mail to address below.*