

Facility Alcohol Permit - Beer, Wine & Liquor

This permit and a \$100.00 fee are due at least 60 days prior to the event.

The applicant understands and agrees to the following:

- Permits received less than 60 days before the event may not get approved.
- This permit does not allow the sale of alcohol. You must obtain the necessary permits from the Kansas Division of Alcoholic Beverage Control before selling alcohol. It is your responsibility to know and follow the laws for serving alcohol in the City, State, and County, as well as to obtain the required permits.
- Alcohol may only be consumed if a Lenexa Police Officer is present. You are responsible for telling your family, guests, and vendors about this rule.
- The security fee must be paid in cash directly to the security officer(s) when they arrive.
- Lenexa staff will arrange for the officer(s) for your event. A two-hour minimum is required for security.
- If you need to cancel a security officer, you must do so at least two business days before the event, or you will be charged for two hours of pay for each officer.
- The renter or Event Contact Person is responsible for the behavior of guests, vendors, and coordination of the event.
- Everyone at the event must follow all City, State, and County laws about serving alcohol.
- No alcohol is allowed outside the building, except for the patio at Thompson Barn.
- If the applicant does not follow these rules, the entire event may be stopped immediately, with no contractual or other adverse consequences for City. At minimum, the serving of alcohol will cease immediately.

Applicant (Renter) Name _____ Phone _____

Address _____ Email _____

Day of Event Contact _____ Cell Phone _____

Facility Reserved _____

Reservation Date _____ Start Time (on receipt) _____ End Time (on receipt) _____

Alcohol Serving Start Time _____ Last Call Time* _____

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

Security officers must arrive 30 minutes before serving alcohol and remain onsite until 30 minutes after the last call.

All alcohol must be consumed and/or packed up before the officer leaves.

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

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

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

****You may not exceed the maximum capacity of the rented facility, and you must notify staff of any changes in attendance that will affect the number of security officers required.***

I have read the above 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 _____

Return this Alcohol Permit by email to parksandrec@lenexa.com or deliver to the address below:

**Lenexa Parks & Recreation / 17201 W 87th St Pkwy / Lenexa, Kansas 66219
Hours 8a-6p M-F / Telephone 913.477.7100 / Fax 913.477.7151**