



## APPLICATION FOR ALCOHOL BEVERAGES AT SPECIAL EVENTS ON COUNTY-OWNED PROPERTY

***Application must be submitted no less than 15 days prior to the event***

Please complete form & return to County Manager's Office 153 Courthouse Road, Suite 204 Currituck, NC 27929


Fax 252-232-3551 Email: leeann.walton@currituckcountync.gov

Contact Information					
Name of Applicant	Ardell Waterfield				
Organization Name	Knotts Island Ruritan Club				
Address	po box 238				
City, State & Zip	Knotts Island, Nc 27950				
Phone	7572175005	Cell Number	7572175005		
Email	ardellwaterfield@icloud.com				
Event Information					
Name of Event	Knotts Island Spring				
Date of Event	April 29, 2023				
Assembly Area (Please check one)	<input checked="" type="checkbox"/> Knotts Island Ruritan Park		Time Period:		9am
	<input type="checkbox"/> Historic Corolla Park <input type="checkbox"/> Soundside Park <input type="checkbox"/> Currituck County Rural Center (CCRC)		Time Period:		8pm
Approximate # of persons	3000	ABC Permit From NC State Liquor Board	YES x		NO
<b><u>Attachments:</u></b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Types of alcoholic beverages to be served (i.e. beer, malt beverages, wine, liquor, etc.)</li> <li><input type="checkbox"/> Copy of ABC Permit</li> <li><input type="checkbox"/> Copy of Insurance Certificate showing the County as additional named secured</li> <li><input type="checkbox"/> Drawing or map of reserved area where the alcohol will be served</li> <li><input type="checkbox"/> Description of proposed special event and reasons for its occurrence</li> </ul>					
<b><u>Policy:</u></b> <ul style="list-style-type: none"> <li>Alcohol may be sold and/or served providing all local, state and federal alcohol laws and policies are adhered to, and any permits conspicuously posted;</li> <li>The non-profit organization shall secure all proper North Carolina ABC permits for each event;</li> <li>An area shall be designated and clearly marked where the possession and consumption of alcohol may occur during the event. The non-profit organization shall post a responsible person at each point of ingress/egress to the designated area to ensure that persons do not leave the designated area with an alcoholic beverage;</li> <li>Provide food during the event consisting of heavy hors d'oeuvres or a small meal;</li> <li>The nonprofit organization shall verify the age of persons to whom alcoholic beverages are disbursed and provide patrons wristbands or another designating item to identify that they are of legal drinking age. The non-profit organization shall not serve alcohol to patrons that are intoxicated;</li> </ul>					

- Provide for clean-up of all debris/litter following the special event;
- Provide on-site signage for special event stating alcoholic beverages are prohibited beyond the approved permitted area and that underage drinking is prohibited;
- Furnish liability insurance in the amount of at least one million dollars with the County shown as the additional named insured;
- Non-alcoholic beverages must be available during the event;
- Patrons of the event may not bring alcoholic beverages into the event;
- Beverages may not be served in glass containers;
- The non-profit organization is responsible for the purchase and transportation of all alcoholic beverages;
- All event workers shall be provided with highly visible identification such as a button, badge, apron, uniform or other form of identification;
- A law enforcement officer must be retained by the non-profit organization and at the event from opening to closing of the event; and
- The non-profit organization shall comply with all county ordinances, rules and regulations.

If the event will be held at Historic Corolla Park the following additional rules will apply:

- The event planner must make application through the Travel and Tourism Department providing the same information as required for a non-profit organization special event permit;
- The event must be approved by the Travel and Tourism Director and a specific area of the grounds reserved for the private event;
- The event must take place and alcohol may be consumed only in the reserved area on the grounds;
- The private event must be catered and the event planner or caterer shall be responsible for any required North Carolina ABC permits;
- The event planner shall provide for cleanup of all debris/litter following the event;
- The event planner must furnish liability insurance in the amount of at least one million dollars with the County shown as the additional named insured;
- A law enforcement officer must be retained by the event planner and at the event from opening to closing of the event; and
- The event shall comply with all other Currituck County ordinances, rules and regulations.

<b>Signature of Applicant:</b>				<b>Date:</b>	3/28/23
<b>OFFICE USE ONLY</b>					
Date:	Approved:	Denied:	Chairman of Board of Commissioners:		