

VILLAGE OF BRIARCLIFF MANOR RECREATION AND PARKS DEPARTMENT  
48 Macy Road, Briarcliff Manor, NY 10510  
(914) 941-6560

## ALCOHOL PERMIT APPLICATION

Today's Date: \_\_\_\_\_ Date(s) Requested: \_\_\_\_\_

Facility Requested: \_\_\_\_\_

Name of Individual or Organization: \_\_\_\_\_

Time: \_\_\_\_\_ to \_\_\_\_\_. Host/Person of Responsibility: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone (Home): \_\_\_\_\_ (Cell): \_\_\_\_\_ (Work): \_\_\_\_\_

Purpose of Use: \_\_\_\_\_

Total Participants Expected: \_\_\_\_\_ Will a fee be charged? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, how much per person? \$ \_\_\_\_\_

As Host, I understand it is my responsibility to comply with all liquor laws in New York State, including the prohibition against serving alcohol to persons who are underage.

\_\_\_\_\_  
Applicant's Signature Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Fee for alcohol permit: \$ \_\_\_\_\_

## VILLAGE OF BRIARCLIFF MANOR RECREATION & PARKS DEPARTMENT

### **Alcohol Use Policy & Guidelines**

Use of alcohol on Village of Briarcliff Manor owned and operated property is permitted by special permit only. A \$50 alcohol fee must be submitted with your application. This fee will be returned if the application is denied. Alcoholic beverages other than beer and wine in non-glass containers are prohibited within Village parks and other recreation facilities, and under no circumstance are alcoholic beverages to be sold. An approved permit from the Recreation & Parks Department must be obtained. **No person less than 21 years of age may possess and/or consume alcoholic beverages in any area in the Village of Briarcliff Manor.**

The Briarcliff Manor Police Department may check on events when alcohol is being served. The Village reserves the right to limit quantities of alcoholic beverages.

If there is alcohol being served, SERVICE OF ALCOHOL MUST END one hour before the end of the event (this does not include clean-up time).

If a caterer is used to dispense alcohol, the caterer must have all required permits and/or licenses. In addition, the caterer must submit a certificate of insurance, demonstrating proof that the caterer has the following coverages:

#### **Commercial General Liability Liquor Liability**

Limits of \$1 Million each Occurrence, \$2 Million General and Products/Completed Operations Aggregates, \$1 Million Personal/Advertising Injury Liability/\$50,000 Fire Damage Legal Liability and \$5,000 Medical Payment Expense.

#### **Liquor Liability**

\$1 Million each Occurrence and \$2 Million Aggregate.

#### **Workers Compensation and Employers Liability**

Statutory limits and coverages.

The Village of Briarcliff Manor shall be listed as an additional insured on the Commercial General Liability and Liquor Liability Policies.