

## *Policy and Procedure*

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| <b>Subject: Facilities / Special Use – Alcoholic Beverages</b> |  | <b>Page: 1 of 6</b>              |
| <b>Section: D<br/>Item: 21</b>                                 | <b>Approved: May 6, 2003<br/>Revised May 2, 2012<br/>Revised June 2014</b> | <b>Authority:<br/>Park Board</b> |

A. Purpose

To establish guidelines for the possession, sale or consumption of alcoholic beverages in city parks.

B. Authority

City Ordinance 97.21 prohibits intoxicants of any kind, including wine, beer, ale, or other alcoholic beverages to be brought into a park area, consumed, sold, or given away on the premise of any public park, parkway or boulevard strip except at the Botanical Conservatory, the Fort Wayne Children's Zoo, the Foster Park Golf Course Pavilion, Headwaters Park, the Community Center, the Foellinger Theatre, Freimann Square, Salomon Farm Park, the Old Fort, Robert E. Meyers Park, and the Wells Street Bridge and then only with a prior written permit to do so having been received from the Board of Park Commissioners and the Indiana Alcohol and Tobacco Commission.

C. Policy

Alcohol shall be allowed at each of the following parks/facilities under the guidelines specified for each location:

**C-1 Community Center**

- C-1.1 Requires purchase of a Special Use Permit (\$25) from the Department
- C-1.2 All events must obtain an ATC Permit or use a caterer defined as "a state licensed beer, liquor, and wine restaurant permit holder who is authorized to dispense alcoholic beverages off their licensed premises." This does not include liquor stores or drug stores that have a three-way license.
- C-1.3 Permit(s) must be clearly posted at the event
- C-1.4 Alcohol must be served by a licensed bartender.
- C-1.5 Uniformed security must be scheduled by the Community Center staff and paid for by the group holding the event.

**C-2 Conservatory**

- C-2.1 The event sponsor must hire alcohol services from the approved Conservatory caterer list.
- C-2.2 Alcohol must be served by a licensed bartender.
- C-2.3 Uniformed security must be schedule by Conservatory staff and a security fee must be pre-paid by the event sponsor.

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### **C-3 Headwaters Park**

- C-3.1 All events must obtain an ATC Permit or use a caterer defined as “a state licensed beer, liquor, and wine restaurant permit holder who is authorized to dispense alcoholic beverages off their licensed premises.” This does not include liquor stores or drug stores that have a three-way license.
- C-3.2 Alcohol must be served by a licensed bartender.
- C-3.3 A copy of the ATC Permit must be forwarded to the Headwaters Park Office.
- C-3.4 Permit(s) must be clearly posted at the event.

### **C-4 Foster Park Golf Course**

- C-4.1 Beer and wine shall be permitted at private outings of 30 or more players
- C-4.2 Outing organizers must obtain an ATC Permit or use a caterer defined as “a state licensed beer, liquor, and wine restaurant permit holder who is authorized to dispense alcoholic beverages off their licensed premises.” This does not include liquor stores or drug stores that have a three-way license.
- C-4.3 The permit must be shown to golf course staff and clearly posted in the pavilion before alcohol can be brought onto the premises.
- C-4.4 Alcohol must be contained inside the outing pavilion.
- C-4.5 Alcohol must be served by a licensed bartender.
- C-4.6 Golf outings may be required to provide uniformed security at the discretion of the golf course management.

### **C-5 Fort Wayne Children’s Zoo**

- C-5.1 Alcohol is permitted at private events not accessible to the general public. No person under the age of 21 shall be admitted to said event.
- C-5.2 Alcohol shall not be permitted on Sundays.
- C-5.3 Alcohol must be served by a licensed bartender.
- C-5.4 A uniformed officer must be present when alcohol is being served.

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C-5.5 Outing organizers must obtain an ATC Permit or use a caterer defined as “a state licensed beer, liquor, and wine restaurant permit holder who is authorized to dispense alcoholic beverages off their licensed premises.” This does not include liquor stores or drug stores that have a three-way license.

**C-6 Freimann Square**

C-6.1 Requires purchase of a Special Use Permit (\$25) from the Department

C-6.2 All events must obtain an ATC Permit or use a caterer defined as “a state licensed beer, liquor, and wine restaurant permit holder who is authorized to dispense alcoholic beverages off their licensed premises.” This does not include liquor stores or drug stores that have a three-way license.

C-6.3 The permits must be clearly posted at the event.

C-6.4 Alcohol must be served by a licensed bartender.

C-6.5 Alcohol must be contained inside the lower plaza area.

C-6.6 Event organizers are responsible for marking the lower plaza area off in some manner (roped, chained, barricaded, fenced) and must submit a plan for this at least two weeks prior to the event for approval by the Program/Facility Professional.

C-6.7 Uniformed security will be scheduled by the Program/Facility Professional and paid by the event organization at the event.

C-6.8 Public restrooms are not available at Freimann Square. Event organizers are responsible for the procurement of portable restroom facilities. The location of these temporary facilities is restricted to specific areas.

C-6.9 Trash/waste receptacles are not provided at Freimann Square or for special events. Event organizers are responsible for the procurement of waste receptacles sufficient for their respective events.

C-6.10 Tents are allowed only in designated areas. No stakes or securing devices shall at any time be allowed to penetrate the surface of the Lower Plaza area.

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### **C-7 Foellinger Theatre**

#### **C-7.1 Rentals**

C-7.1.1 Event organizers must hire alcohol services from the approved Foellinger Theatre caterer list.

C-7.1.2 Alcohol must be served by a licensed bartender

C-7.1.3 Alcohol must be served and consumed within the theatre fence or in a designated tent as approved by the Director of Parks and Recreation.

C-7.1.4 Uniformed security will be scheduled by the theatre staff and a security fee will be paid by the event organizer.

#### **C-7.2 Sponsored Events**

C-7.2.1 Foellinger Theatre may will serve alcohol at selected sponsored events as approved by the Director of Parks and Recreation under the stipulations established in C-7.1.1, C-7.1.2 and C-7.1.3 above.

### **C-8 Salomon Farm Park**

#### **C-8.1 Rentals**

C-8.1.1 Event organizers must hire alcohol services from the approved Salomon Farm caterer list.

C-8.1.2 Alcohol must be served by a licensed bartender

C-8.1.3 Alcohol must be served and consumed inside the Old Barn or in a designated tent as approved by the Director of Parks and Recreation.

C-8.1.4 Uniformed security will be scheduled by Salomon Farm staff and a security fee will be paid by the event organizer.

#### **C-8.2 Sponsored Events**

C-8.2.1 Salomon Farm Park may serve alcohol at selected sponsored events as approved by the Director of Parks and Recreation under the stipulations established in C-8.1.1, C-8.1.2 and C-8.1.3 above.

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### **C-9 Old Fort**

- C-9.1 Alcohol will be allowed at fund raising and private events, meals and traditional participant rations for re-enactors after public hours.
- C-9.2 All events must obtain an ATC Permit or use a caterer defined as “a state licensed beer, liquor, and wine restaurant permit holder who is authorized to dispense alcoholic beverages off their licensed premises.” This does not include liquor stores or drug stores that have a three-way license.
- C-9.3 The permits must be clearly posted at the event.
- C-9.4 Alcohol must be served by a licensed bartender.
- C-9.5 Uniformed security officers are required for fund raising and private events.

### **C-10 Robert E. Meyers Park**

- C-10.1 Alcohol may be sold and consumed in “Robert E. Meyers Park” during baseball games and events when the park is closed to walk-in public use, and other special public events as approved by the Director of Parks and Recreation.
- C-10.2 All alcohol sales and consumption shall be in compliance with the “Stadium License Agreement” and the “Stadium Management Agreement” entered into by Hardball Capital LLC and the City of Fort Wayne.
- C-10.3 Hardball Capital LLC will ensure all laws regarding the sale and or consumption of alcohol products in the Park are enforced.

### **C-11 Wells Street Bridge**

- C-11.1 Event organizers must obtain a Special Use Permit (\$25) from Parks and Recreation Department.
- C-11.2 Event organizers must obtain an Alcohol and Tobacco Commission Permit (ATC) OR use a caterer defined as “a state licensed beer, liquor, and wine restaurant permit holder who is authorized to dispense alcoholic beverages off their licensed premises” This does not include liquor stores or drug stores that have a three way license.
- C-11.3 Permits must be clearly posted at the event.
- C-11.4 Alcohol must be served by a licensed bartender.

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- C-11.5 Alcohol must be contained on the Wells Street Bridge. (Security will enforce)
- C-11.6 Uniformed security will be scheduled by the Parks Special Events Coordinator and paid by the user group.
- C-11.7 Glass containers are not allowed on the bridge.
- C-11.8 User group is responsible for scheduling, delivery, removal and payment of portable restroom facilities (porta-johns), waste receptacles, and waste removal sufficient for the size of their event as determined by park staff. Porta-johns and waste receptacles will be located in the grass area on the north side of the bridge.

### **C-12 McMillen Park Community Center**

- C-12.1 Alcohol may be served in the rented area at private events/rentals which are not open to the general public..
- C-12.2 All private events/rentals must use a caterer defined as “a state licensed beer, liquor and wine restaurant permit holder who is authorized to dispense alcoholic beverages off their licensed premises” and approved by Parks and Recreation. This does not include liquor stores or drug stores that have a three-way license.
- C-12.3 Permits must be clearly posted at the event.
- C-12.4 Alcohol must be served by a licensed bartender.
- C-12.5 Uniformed security will be scheduled by Parks and Recreation staff and paid by the rental group at the event.