INSTRUCTIONS & CHECKLIST FOR DOWNTOWN COMMUNITY EVENT REQUESTING TEMPORARY ALCOHOL USE

Forms to be completed by the Event Sponsor/Applicant

Please read step-by-step instructions below:

1. Complete application for “Downtown Community Event Closure Requesting Temporary Alcohol Use”

2. Provide detailed street map (blank map with street dimensions attached for your use). Map should show:
   - Location of road closure/s
   - Alternate route around closure for emergency vehicle access
   - Location & dimensions of any tables/booths, stage, beer garden
   - Distance of these structures from the curb
   - Barriers for your beer garden can be rented from the City (see attached “Barrier Use Contract form” for barrier dimensions and cost)

3. Complete a Hold Harmless Agreement. (This document is provided by the City. You will be contacted when it is ready for signature)

4. If hosting amplified sound/music or the like, complete the “Noise Exemption Permit Request”

5. Complete “Request for Temporary Alcohol Use” form (this form initiates your request to City Council for alcohol at the event)

6. Each event requires a liability insurance certificate with minimum coverage of $1,000,000 combined single limits naming the City of Moscow as “Name Insured”. The alcohol vendor will also need off-premise liquor liability insurance or special event insurance in an amount not less than $1,000.00. (We understand that copies of liability insurance and host liquor liability insurance certificates usually come from your insurance company. We can begin processing your Community Event Application without these but no permit will be issued until they are received)

7. If the applicant is also the alcohol vendor, complete “Catering Permit Application/License” (per State Regulation). Otherwise the alcohol vendor will need to complete this form no later than 10 days prior to the event

8. If using the City Barrier Program, please completed the “Barrier Use Contract” (barrier rental for beer garden area)

9. Once the completed packet is submitted, the City of Moscow will provide a total cost for the closure. Applicable fees may include street closures, signage and detours, barrier rentals Temporary Alcohol Use Application fee, Catering Permit Application fee and if the event encroaches onto any State Highway, Idaho Transportation Department will also require a permit and $100 fee. (This will be determined and processed through the City of Moscow). The City of Moscow Street Department will provide road closure barricades, signs and setup. Fees can be paid in person by check, cash or credit/debit card (except American Express). Credit/Debit cards can also be used to pay over the telephone
10. Submit the Community Event Packet to the Administrative Assistant for Engineering (currently Sandra Collins) either in person at 221 E. Second St., Moscow or scan via email to scollins@ci.moscow.id.us

11. For questions contact Sandra Collins on 208-883-7034

**Once your Community Event Application has been approved, the City will create a draft resolution for the “Request for Temporary Alcohol Use” which will be presented to the City Administrative Committee for review and then onto City Council. Please see “Request for Temporary Alcohol Use Instructions” for more detail.
**Fees:**

### Fee Schedule for Downtown Community Events Requesting Temporary Alcohol Use

<table>
<thead>
<tr>
<th>FORM</th>
<th>FEE</th>
</tr>
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<tbody>
<tr>
<td>Street Closure Permit</td>
<td>$40.00</td>
</tr>
<tr>
<td>Idaho Transportation Dept. (ITD) Permit - If applicable</td>
<td>$100.00</td>
</tr>
<tr>
<td>Application for Temporary Alcohol Use</td>
<td>$100.00</td>
</tr>
<tr>
<td>Alcohol Catering Permit Fee (Set by State)</td>
<td>$20.00</td>
</tr>
<tr>
<td>Barrier Rental Fee (per barrier, per event)</td>
<td>$2.00 (50 Barriers Available)</td>
</tr>
<tr>
<td>Barrier Replacement Cost (if damaged or lost)</td>
<td>$110.00</td>
</tr>
<tr>
<td>Noise Exemption Request Permit</td>
<td>No Charge</td>
</tr>
</tbody>
</table>

### TRAFFIC CONTROL (SETUP/DEVICES) FOR ON-STREET EVENTS

<table>
<thead>
<tr>
<th>Description</th>
<th>FEE</th>
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<tbody>
<tr>
<td>Main Street Closures - between A Street &amp; 6th Street</td>
<td></td>
</tr>
<tr>
<td>1. Recommended - 3rd Street to 5th Street</td>
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</tr>
<tr>
<td>Daytime</td>
<td>$80.00</td>
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<tr>
<td>2. Full Closure - A Street to 6th Street</td>
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<tr>
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<tr>
<td>Nighttime</td>
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<tr>
<td>3. Partial Closures/Number of Blocks</td>
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<tr>
<td>a. One Block</td>
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<tr>
<td>Daytime</td>
<td>$80.00</td>
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<tr>
<td>Nighttime</td>
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<tr>
<td>b. Two Blocks</td>
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<tr>
<td>Daytime</td>
<td>$85.00</td>
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<tr>
<td>Nighttime</td>
<td>$134.00</td>
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<tr>
<td>c. Three Blocks</td>
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<tr>
<td>Daytime</td>
<td>$90.00</td>
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<tr>
<td>Nighttime</td>
<td>$144.00</td>
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<tr>
<td>d. Four Blocks</td>
<td></td>
</tr>
<tr>
<td>Daytime</td>
<td>$95.00</td>
</tr>
<tr>
<td>Nighttime</td>
<td>$154.00</td>
</tr>
<tr>
<td>4. Other Street Closures (per block)</td>
<td></td>
</tr>
<tr>
<td>Daytime</td>
<td>$80.00</td>
</tr>
<tr>
<td>Nighttime</td>
<td>$124.00</td>
</tr>
</tbody>
</table>

### CHECKLIST:

- Community Event Application
- Street Map of Closure & Setup
- Hold Harmless Agreement
- Noise Exemption Permit Request
- Request for Temporary Alcohol Use Instructions & Form
- Copy of Host Liquor Liability Insurance
- Copy of Liability Insurance
- Catering Permit Application/License
- Barrier Use Contract
- Paid Fees
CITY MEETING SCHEDULE:

ADMINISTRATIVE COMMITTEE meets on the Second and Fourth Monday of each month @ 3:00 p.m., in Council Chambers of City Hall

CITY COUNCIL meets on the First and Third Monday of each month @ 7:00 p.m., in Council Chambers of City Hall

Step 1.

Submit Community Event Application
(Allow approximately 7 – 10 days for approval by City Engineering, Streets, Parks, Fire & Police Departments)

Application Approved

Application Returned to Applicant for further Information

Application Denied

Step 2.

Application for Temporary Alcohol Use and Resolution Submitted to Administrative Committee at their Scheduled Meeting (2 – 4 weeks, Pending Meeting Schedule)

Step 3.

Forwarded to City Council for Discussion & Consideration at Next Scheduled Meeting (Approximately 2 Weeks)

Application Returned to Staff with Further Direction for Follow-Up (Approximately 2 Weeks)

Final

Application & Resolution Approved

Application Denied
CITY OF MOSCOW PERMIT APPLICATION
FOR
DOWNTOWN COMMUNITY EVENT CLOSURE REQUESTING TEMPORARY
ALCOHOL USE (Beer/Wine Garden)

Date Application Received: _____________ Fees Due: __________ Fees Paid: _______

This completed form must be submitted to the City Clerk/Deputy City Clerk. Please allow at least 60 days for processing (City Code: Title 10, Section 17-4). Permits are issued on a first-come, first-served basis.

THE CITY RESERVES THE RIGHT TO REQUEST ADDITIONAL INFORMATION REASONABLY NECESSARY TO A FAIR DETERMINATION AS TO ISSUANCE OF A PERMIT.

1. Name of Event: ____________________________________________________________

2. Event / Street Closure Location: _____________________________________________
   □ Check if a recurring event

3. Event Date(s): _______________ Event Starting time: ________ Event Ending time: ________

4. Road Closure Setup/Event Setup/Staging time: _________________________________

5. Will you Require Parking Restrictions for the Street Closure: Yes □ No □
   If ‘Yes’ please give details (i.e., no parking on day of event, parking restricted to a particular area, etc.)
   __________________________________________________________________________
   __________________________________________________________________________

6. Group Name Sponsoring Event: _____________________________________________
   Organization Address: _______________________________________________________
   Organization Officers/Authorized Representatives: ______________________________

7. Individual Responsible for Event Organization: _________________________________
   Individual’s Address: _______________________________________________________
   Individual’s Daytime, Message or Cell Phone. ________ E-mail: _______________________

8. Are you planning on having Food Vendors? Yes □ No □
9. Are you planning on having a Band or Music? Yes □ No □
10. Will there be a Stage? Yes □ No □

11. Street Closure/ Site Map Required: Please see blank map attached for your use or you can provide your own. Provide details on the site map/diagram showing any road closure(s), parade routes, location of any food vendors, booths, stages or service areas. For Parade Routes include the start and termination points. APPLICATIONS WILL NOT BE PROCESSED WITHOUT A MAP, SITE PLAN, OR TRAFFIC CONTROL PLAN. USE ADDITIONAL PAGE(S), IF NECESSARY:
12. Approximate number of persons, animals, and/or vehicles constituting parade, public assembly, or street closure, approximate number of participants and spectators and the type of animals and description of vehicles:

__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

13. Describe any recording equipment, sound amplification equipment, banners, signs, or other attention-getting devices to be used in connection with the parade, public assembly, or street closure and list any designated public facilities or equipment to be utilized for the parade, public assembly, or street closure:

__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

14. Are you requesting City Police services such as escort services, traffic direction and/or crowd control?

☐ YES  ☐ NO

If YES, please contact City of Moscow Police Department on 208-883-7059 to discuss (see attached Fee Schedule)

15. Please describe your waste and recycling plan. Attach a separate sheet if necessary.

__________________________________________________________________________________________

16. Other: If there is additional information about your event that we should know, please use this area to include more detail or attach additional pages.

__________________________________________________________________________________________

17. Block Parties: Provide either Proof of Insurance ☐ OR Hold Harmless Agreement ☐

18. Required for Parades & Community Events: Proof of Insurance ☐ AND (if determined) Hold Harmless ☐

19. Will you agree to alter your route if the City determines the proposed route will require significant City services and/or severely limit transit opportunities in high traffic areas?

Yes ☐ No ☐
By signing below, I agree to all the terms and conditions that may apply to the Community Event Closure/Neighborhood Block Party/Public Assembly/Parade/Sidewalk Walking Parade permitting process and agree that all information contained in this application is true and correct to my knowledge.

Signature: ____________________________ Date: __________________

The information on this form is Public Record and may be posted to a public website.

☐ By checking this box as an electronic signature, I agree to all the terms and conditions that may apply to the Community Event Closure / Neighborhood Block Party / Public Assembly / Parade / Sidewalk Walking Parade Permit permitting process, and agree that all information contained in this application is true and correct to my knowledge.

Moscow City Code Title 10, Chapter 17 is available from the City Clerk at P O Box 9203, Moscow, ID, 83843, or on the City’s web page at www.ci.moscow.id.us.

Do not write below this space (FOR CITY USE ONLY)

<table>
<thead>
<tr>
<th>APPROVE/DENY</th>
<th>RECOMMEND:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engineering/Public Works: ___________________ ☐ Approve ☐ Disapprove Date: ____________</td>
<td></td>
</tr>
<tr>
<td>Police Department: ___________________ ☐ Approve ☐ Disapprove Date: ____________</td>
<td></td>
</tr>
<tr>
<td>Fire Department: ___________________ ☐ Approve ☐ Disapprove Date: ____________</td>
<td></td>
</tr>
<tr>
<td>Parks Department: ___________________ ☐ Approve ☐ Disapprove Date: ____________</td>
<td></td>
</tr>
<tr>
<td>Streets/Public Works: ___________________ ☐ Approve ☐ Disapprove Date: ____________</td>
<td></td>
</tr>
</tbody>
</table>

STREET CLOSURE INFORMATION: Street closure necessary ☐ Yes ☐ No ITD Permit Required: ☐ Yes ☐ No

Time of Street Closure: From ____________ to ____________

ITD Approval Received: ☐ Yes ☐ No ☐ Pending ☐ N/A ☐ Other, explain: ____________________________

Comments: ____________________________________________________________________________________

Permit: Approved and issued ☐ Not Approved ☐ ______________________________ Date: ____________

City Clerk/Deputy City Clerk
Fee Schedule for Community Event Closure/Neighborhood Block Party/Parade Permit/Public Assembly

<table>
<thead>
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<td>Idaho Transportation Dept. (ITD) Permit - If applicable</td>
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</tr>
</tbody>
</table>

Event Street Closures

Main Street Closures - between A Street & 6th Street
1. Recommended - 3rd Street to 5th Street
   Daytime $80.00
   Nighttime $124.00
2. Full Closure - A Street and 6th Street
   Daytime $175.00
   Nighttime $382.00
3. Partial Closures/Number of Blocks
   a. One Block
      Daytime $80.00
      Nighttime $124.00
   b. Two Blocks
      Daytime $85.00
      Nighttime $134.00
   c. Three Blocks
      Daytime $90.00
      Nighttime $144.00
   d. Four Blocks
      Daytime $95.00
      Nighttime $154.00
4. Other Locations (per block)
   Daytime $80.00
   Nighttime $124.00

Parade Street Closures

1. Main Street - Small (1st Street to 6th Street) $300.00
2. Main Street - Large - (Couplet) $750.00
3. Other Locations Time & Materials

Block Party Street Closures

One Block Standard Set-Up $84.00

Police Escort Services $65.00 per each officer, per hour (2 hour minimum)

Escort services, traffic direction and any special event requiring Police services including, but not limited to, parades, house moving and other events where advance police assistance or supervision is requested or required. Fees will be billed by the Police Department after the event.
NOISE EXEMPTION PERMIT REQUEST  
(Moscow City Code 10-11-2)  

Requested Event Date(s): _______________  Begin time: ___________  End time: ___________  

Event Location: _____________________________________________________________________  

Amplified Music (DJ, party, etc.)  □ No  □ Yes  
Alcoholic Beverages Available  □ No  □ Yes - Purchaser: _______________________________  
(Marking this box does not mean your request will be denied)  
Live Band Performing  □ No  □ Yes - Group: __________________________  

Describe the event: ________________________________________________________  
(If hosted or catered, name of serving organization)  
__________________________________________________________________________________  
(continue back of this form if more space is needed) 

Name of requesting person/Group/Organization: __________________________________________  

Person responsible for Group or Organization: ____________________________________________  

Requesting Person’s Address: _________________________________________________________  

Daytime phone number is required  

Responsible person available AT AND DURING this event: ________________________________  

Cell- or contact-phone during event: ____________________________________________________  

Your signature is unconditional acceptance of all terms and conditions. This permit may be modiﬁed or revoked by City at any time if permit conditions are violated. Read the following carefully:  

The applicant/group/organization hereby agrees to indemnify and hold harmless City of Moscow, Idaho from all claims, actions and demands of any kind whatsoever related to and/or arising out of the activity(ies) speciﬁed in this application and does hereby accept all risk and responsibility for any damage(s) stemming from such activity. Every Applicant requesting a noise Exemption Permit shall cooperate with law enforcement by adjusting the noise level in the event of any citizen complaint(s). In the event of non-compliance, law enforcement may revoke this permit. No applicant/group/organization shall be required to indemnify or hold harmless City of Moscow, Idaho for claims, actions and demands that arise out of City’s sole negligence.  

Date: _______________  Requesting Person’s Signature: ______________________________________  

☐ APPROVED  ☐ DENIED  

Conditions:  
Date permit valid: ________________________  Hours permit valid: ________________________  
Noise level (dBA) shall not exceed ___________ at □ source  at □ property line  
Other Conditions: ___________________________________________________________________

____________________________________  
Chief of Police (208) 883-7054
CITY OF MOSCOW
ALCOHOL USE APPLICATION
(For alcohol use in Moscow Downtown Central Business Zoning District)

FEE: $100.00 per event

Date Fee Paid: ____________  Note: Fee shall not be refunded.

Applicant’s Name: _______________________________________________________

Event Name: __________________________________________________________

Address of Applicant: ___________________________________________________

Day Phone: _______________ Other Message Phone: _________________________

Email address, if any: ___________________________________________________

WHEN AND WHERE PERMIT WILL BE USED:

1. Date(s): _________________________

2. Time: __________________________

3. Event Location: _______________________

Signature of Applicant:

_____________________________________________________________________

Upon payment of alcohol use application fee, applicant then proceeds through the approval process with the guidance/assistance of the Public Works Director or designee.

Please see attached for directions on the process and requirements.

Attachment
Note: The Public Works Director or designee will guide the Applicant/Event Sponsor(s) through the application process.

1. **Alcohol Use Application Fee: One Hundred Dollars ($100)**
   Complete the "Request for Temporary Alcohol Use" application and pay the non-refundable fee.

2. **Presentation to the City of Moscow Administrative Committee**
   - If your alcohol use is connected to a downtown community event, the community event permit will have to be approved prior to the temporary alcohol use application being submitted to the City Admin Committee.
   - Otherwise, once the application fee is paid the Public Works Director will schedule your request on the City Council’s Administrative Committee meeting agenda;

   The Applicant/Event Sponsor(s) is required to attend the scheduled Administrative Committee meeting;

   If not submitted previously with your initial application, a **FINAL** event site map is required no less than ten (10) days prior to the scheduled Administrative Committee meeting. Such map shall be drawn to show the locations of (i) the beer/wine garden within the Moscow Downtown Central Business Zoning District; (ii) the barricade, sales and/or dispensing area, consumption area, entry and exit points; (iii) identification checking station; and (iv) the food sales and service areas.

3. **Presentation to the Moscow City Council**
   The Administrative Committee will decide (i) whether to place the Applicant/Event Sponsor(s)’ request on the City Council agenda or (ii) to request further clarifying information.

   The Applicant/Event Sponsor(s) is required to attend the City Council at which the application will be considered.

4. **Licensed Vendor’s Proof of Insurance**
   - If not submitted previously, the Applicant/Event Sponsor(s) shall identify the licensed vendor who shall supply alcohol for the Scheduled Event(s).
   - If not submitted previously, the Applicant/Event Sponsor(s) shall deliver to the City Clerk one (1) copy of proof that the Licensed Vendor has current and valid off-premise liquor liability insurance or special event insurance in an amount not less than One Million Dollars ($1,000,000) combined single limits. Such proof of insurance must be received by the City Clerk no later than ten (10) days prior to the scheduled Permitted Event(s).
   - The Licensed Vendor shall name City as an additional insured on the Licensed Vendor’s insurance policy.
   - If not submitted previously, the Licensed Vendor needs to apply for catering license ten (10) days prior to event.
5. **Applicant/Event Sponsor(s)’ Proof of Insurance**
   - If not submitted previously, the Applicant/Event Sponsor(s) shall, no later than ten (10) days prior to the scheduled Permitted Event(s), provide the City Clerk proof that the scheduled Permitted Event(s) has current and valid general liability insurance or special event insurance in an amount not less than One Million Dollars ($1,000,000) combined single limits.
   - Such general liability insurance or special event insurance policy shall be primary to any other insurance related to the scheduled Permitted Event(s) and to that of any potential party subject to a claim related to the scheduled Permitted Event(s).

6. **Hold Harmless Agreement**
   If not submitted previously, the Applicant/Event Sponsor(s) shall, no later than ten (10) days prior to the scheduled Permitted Event(s), provide the City Clerk the signed, original Hold Harmless Agreement (The City Legal Department will create this document).

Once the Event(s) requesting Temporary Alcohol Use has been authorized, passed and approved by City Council and signed by the Mayor, the Applicant/Event Sponsor(s) shall sign the City of Moscow Resolution outlining the scheduled Permitted Event(s). This resolution document will be provided by the City Legal Department.

The attached sample resolution is for information purposes only.
SAMPLE RESOLUTION

A RESOLUTION OF THE CITY OF MOSCOW, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, TO ALLOW FOR THE TEMPORARY VENDING OF BEER AND/OR WINE IN MOSCOW DOWNTOWN CENTRAL BUSINESS ZONING DISTRICT UNDER SPECIFIC REGULATIONS AND UNDER CERTAIN LIMITED CONDITIONS PURSUANT TO MOSCOW CITY CODE SECTION 10-1-12.

WHEREAS, Moscow City Code Section 10-1-12 prohibits the possession of alcoholic beverages while present in a public place or a place where the public has permitted access, including public streets and/or public rights-of-way in the City of Moscow, Idaho (hereinafter “City”) except in accordance with specific regulations adopted by Council by Resolution; and

WHEREAS, Moscow Street between Streets in Moscow is a City Street (hereinafter “the Event Location”); and

WHEREAS, ______________________ Street between___________ Streets in Moscow is a City Street (hereinafter “the Event Location”); and

WHEREAS, ______________________ (hereinafter “the Permitted Event”) is an event sponsored by _____________ (hereinafter “the Event Sponsor”) and is open to the public, intended to promote Moscow’s downtown; and

WHEREAS, Council wishes to allow for the vending and responsible consumption of beer and/or wine under certain conditions, contained herein and during limited hours during the Permitted Event; and

WHEREAS, the Event Sponsor has paid the fee associated with the consideration of this Resolution; and

WHEREAS, Council wishes to prohibit the sale and/or consumption of liquor during the Permitted Event; and

WHEREAS, Council believes the regulations contained herein are appropriate; and

WHEREAS, Council believes that the specific regulations contained herein balance health and safety concerns of citizens with the desire to promote responsible use of alcoholic beverages; and

WHEREAS, nothing contained in this Resolution is intended to waive other laws and regulations applicable to the sale and consumption of alcohol within CITY limits; and

WHEREAS, nothing contained within this Resolution is intended to endorse or support any particular belief, philosophy, or political position of the Event Sponsor or of the Permitted Event, and/or its affiliates, associations, contributors, supporters, participants, etc.;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Moscow, Idaho as follows:

SPECIFIC REGULATIONS ON THE SALE AND/OR CONSUMPTION OF BEER AND/OR WINE DURING ________________ ;

Intent:

This Resolution is intended to allow the sale and consumption of beer and wine only (and not liquor), pursuant to these specific regulations and is not intended to amend or expand the Moscow City Code or any other applicable law or regulation beyond the scope of the particulars of this Resolution or beyond the hours of the Permitted Event. Other than as specifically provided herein, sanitary, health, litter, police, fire, sidewalk café, alcohol vending, and other laws and regulations shall be unaffected by this Resolution. This Resolution shall not establish precedent nor shall it apply to any event other than the Permitted Event held on the ________________ ; 2015 from __________ p.m. to __________ p.m.
Liability, Insurance and Safety:

1. No less than ten (10) days prior to the Permitted Event at which the licensed vendor will sell alcohol, the Event Sponsor shall deliver to the City Clerk one (1) copy of written proof that the licensed vendor has current, paid up, off-premise liquor liability insurance or special event insurance in an amount not less than One Million Dollars ($1,000,000) combined single limits.
2. No less than ten (10) days prior to the first activity of the Permitted Event(s) herein described, the Event Sponsor shall deliver to the City Clerk one (1) copy of written proof that the Permitted Event has obtained current, paid up, general liability insurance or special event insurance in an amount not less than One Million Dollars ($1,000,000) combined single limits. Such general liability insurance or special event insurance policy shall be primary to any other insurance related to these events and to that of any potential party subject to a claim related to the Permitted Event.
3. City shall be named as an additional insured on the insurance policy of the licensed vendor.
4. No less than ten (10) days prior to the Permitted Event, the Event Sponsor shall deliver to the City Clerk the signed original of the agreement, attached as Exhibit “A”, with City to defend, hold harmless and indemnify City of Moscow, Idaho, its agents, servants, employees, officers and contractors from any and all claims, causes of action or damages which may arise from the Event Sponsor use of the Event Location premises.

Vendor:

1. There shall be only one (1) licensed vendor of beer and/or wine at the Permitted Event;
2. All alcoholic beverages shall be sold only by a licensed vendor;
3. Every licensed vendor shall comply with all alcohol related laws and regulations, including, but not limited to, the City requirement of a catering permit;
4. The name, address, telephone number, alcohol license permit number of the designated licensed vendor, and proof of insurance covering the vendor's activities (as required herein) shall be provided to the City Clerk no less than ten (10) days prior to the Permitted Event(s) at which such licensed vendor shall sell alcoholic beverages;
5. The City shall play no role in determining which vendor shall be selected to sell alcoholic beverages in the Permitted Area during the Permitted Event described herein;
6. The vendor shall provide at least two (2) persons to check proper identification for those who shall be sold alcohol during the Permitted Event. These persons shall be clearly identified and shall be stationed near the designated sales and consumption area and no less than ten feet (10') from any sales or dispensing counter;
7. There shall be at least two (2) police officers providing security, clearly identified as such, on duty at all times whenever alcohol is being served. Additional police officers shall be required as determined by the Moscow Chief of Police. All police officers required for the event shall be paid for by the Event Sponsor at sixty three dollars and fifty cents ($63.50) per hour. The Event Sponsor and City both specifically understand and acknowledge that the Event Sponsor shall be solely responsible for any and all liability resulting from action or inaction, negligence, and/or gross negligence by security provided by the Event Sponsor for the Permitted Event, including, but not limited to, every police officer required by this Agreement.

Sales and Consumption:

1. No less than ten (10) days prior to the Permitted Event at which the licensed vendor will sell alcohol, the Event Sponsor shall deliver to the City Clerk a copy of a site map which shall be drawn to show the locations, dimensions of, and relative distances between the following: (a) the beer/wine garden within the Street; (b) the barricade, sales and/or dispensing area, consumption area, entry and exit points; (c) identification checking station; and (d) food sales and service areas. Said site design and any subsequent alterations shall be approved in writing by the Moscow Public Works Director or designee, and by the Moscow Chief of Police prior to the Permitted Event;
2. All alcohol sales and consumption shall take place within the area designated by the Event Sponsor and as shown on the site map required by this Resolution;
3. The designated sales and service area(s) shall be physically separated from the rest of the Event Location by a barricade which is no less than four feet (4’) tall and which is constructed so no person can pass under, over, or through it except at established entry and exit points located, as shown, on the site map required by this Resolution. All sales, dispensing, service, and consumption shall take place inside the approved barricade;

4. All food sales and service shall be located outside the approved barricade and have a space of no less than ten feet (10’) between the approved barricade and food sales or service area;

5. No person shall be allowed to transport, purchase, consume or possess alcohol in the Permitted Area other than within the area designated for alcohol sales and consumption as shown on the map required by this Resolution;

6. There shall be no more than one (1) entrance and one (1) exit to the area designated for alcohol consumption, as shown on the map required by this Resolution;

7. All alcohol shall be dispensed in and consumed from its original container or a readily identifiable container not more than sixteen ounces (16 oz.) in size which shall not bear a logo for a nonalcoholic beverage;

8. Every occupant within the area(s) designated for alcohol consumption shall provide identification to law enforcement officers or City employees who request it;

9. A sign shall be prominently posted at or near all entrances and exits to any area designated for alcohol sales and/or consumption stating to the effect that no alcohol can be consumed within the Permitted Area unless it is purchased within such Permitted Area and that no person under twenty one (21) years of age may purchase, carry, or consume alcohol within the Permitted Area;

10. Alcohol shall be sold only within the designated area in the Street Permitted Area only between the hours of _______ p.m. and _______ p.m. on the _______ day of _______, 20xx;

11. Alcohol shall be consumed only within the designated area in the Street Permitted Area only between the hours of _______ p.m. and _______ p.m. on the _______ day of _______, 20xx, during the Permitted Event;

12. No person shall carry or consume an alcoholic beverage within the Street Permitted Area which is not purchased or dispensed from the licensed vendor at the Permitted Event and consumed within the approved consumption area. Consumption of alcohol not purchased within the Street Permitted Area and outside of the approved consumption area shall be considered a violation of the City’s open container ordinance.

Failure To Comply:

Failure to comply with this Resolution shall expose any such person to all relevant civil and criminal consequences and may result in denial of subsequent applications for alcohol permits within Moscow for a period of no less than five (5) years.

PASSED AND APPROVED by the Mayor of the City of Moscow, Idaho, this _____ day of May, 20xx.

____________________________________
Bill Lambert, Mayor

ATTEST:

________________________________
Laurie Hopkins, City Clerk

Signature of Authorized Representative:

I, __________________________, as the authorized representative of the Event Sponsor have read, understood, and agree to fulfill all of the conditions and obligations set forth in this Resolution.

________________________________  __________________________________
Signature Date
CITY OF MOSCOW, IDAHO

ALCOHOL CATERING PERMIT APPLICATION / LICENSE

PLEASE ALLOW AT LEAST THREE (3) WORKING DAYS IN WHICH TO PROCESS APPLICATION

FEE: $20.00 per day        Date fee paid: _______________ Fee shall not be refunded. IC§23.934A(4)

Check as many as apply: [ ] Beer [ ] Wine [ ] Liquor by the Drink    ID LIC # _______________

Applicant’s Name: ____________________________________________________________

Business Name: ____________________________________________________________

Address of Business: _________________________________________________________ Phone: ____________________________

PERMIT WILL BE USED: Date: __________ Time: From __________ To __________

EVENT SPONSORED BY:

Name of Organization / Individual ____________________________    Type of Event ____________________________

Event Location: ____________________________________________________________ Event Dates (if more than one): ______________

(Note: An application is necessary for each day, 5 day maximum)

Number of Anticipated Attendees at Event: __________

Please check appropriate options below for a “yes” answer:

[ ] Is this for a “party”? “Party” means a social gathering especially for pleasure or amusement and includes, but is not limited to, such social events as weddings, birthdays, and special holiday celebrations to include, but not be limited to, New Year’s celebrations, Super Bowl Sunday, St. Patrick’s Day, the Fourth of July and Labor Day. See Idaho Code §23-902(12).

[ ] Is this for a “convention”? “Convention”, according to State Code “means a formal meeting of members, representatives, or delegates, as of a political party, fraternal society, profession or industry.” See Idaho Code §23-902(2).

[ ] Are you the holder of an Idaho winery license?

[ ] Is the permit for a non-profit entity?

[ ] Will the net proceeds of the event be donated for “a benevolent, charitable, or public purpose”?

Signature of Licensee: _______________________________________________________

Approval of this permit certifies that the licensee is entitled to hold and use this Alcohol Beverage Catering Permit at the above designated premises, subject to provisions of Title 23 of Idaho State Code and Moscow City Code Title 9, Chapters 6, 7 and 8. A denial may be appealed pursuant to Moscow City Code.

Police Chief Recommendation: [ ] Approval [ ] Denial _____________________________ Date: __________

Fire Chief Recommendation: [ ] Approval [ ] Denial _____________________________ Date: __________

City Clerk Approval: [ ] Approval [ ] Denial _____________________________ Date: __________

City Clerk / Deputy City Clerk Signature ______________________________________

COMPLETE & DELIVER TO CITY HALL / COMPLETE, PRINT, SIGN, SCAN & RETURN BY EMAIL / COMPLETE WITH AN ELECTRONIC SIGNATURE & RETURN BY EMAIL

EMAIL TO: clerk@clm moscow.id.us, copy to kjones@clm moscow.id.us and j davis@clm moscow.id.us

Alcohol Catering Permit Application / License Page 1 of 1
A group representative must contact the City of Moscow Street Department to reserve barriers at least 2 business days before the event is scheduled to take place. Without an approved application, City of Moscow property will not be available for event. Each barrier is 8’4” long and 44” tall and weighs approximately 35 pounds. Rental cost is $2 per barrier.

In order to pick up the barriers you must schedule a pick up time, and bring in a signed, approved application to the Street Dept., no sooner than 2 business days before the event.

Upon completion of the event, City of Moscow property shall be returned to the Street Dept. within 2 business days after the event. City staff will inspect for damage upon return. (*Damage fee of $110.00 will be issued for missing or damaged barriers.)

**Barriers are subject to recall by the City at any point for emergency use**

By signing this form, I agree to reimburse the City of Moscow the cost of any property damaged or not returned within the above stated time frame.

The information on this form is Public Record and may be posted to a public website.