



## **INDOOR FACILITY RENTALS**

### **REQUESTING ALCOHOL CONSUMPTION**

**EVENTS WITH ALCOHOL ARE REQUIRED TO HAVE OFF-DUTY POLICE OFFICERS.\***

All of the below requirements shall be met if alcohol is intended to be served or sold. Approval by the City Manager is subject to compliance with all of the following requirements:

- (1) An appropriate liquor license which covers the serving of alcohol at the event; and
- (2) Insurance for the event, including liquor liability coverage, showing the City of Fernandina Beach as additional insured (City of Fernandina Beach, 204 Ash Street, Fernandina Beach, FL 32034), and in the minimum amount of \$1,000,000.00 in coverage; and
- (3) No alcohol may be served in glass containers, cans or bottles; and
- (4) Other restrictions, such as off-duty police officers and Fire Rescue on site, may be required in conjunction with the issuance of a Special Event Permit for the event.

Please be aware that a Facility Rental Agreement may require additional requirements to comply with Sec. 10-5. Consumption in public places prohibited; open containers prohibited; exemptions for special events, City facilities and certain public places. (c) Serving alcohol may be permitted at City facilities and in certain public places for special events with the approval of the City Manager or his/her designee through the special event permitting process, through a Facilities Use or Rental Agreement or a Franchise Agreement. Proof of an appropriate liquor license or permit and insurance for the event shall be required. For smaller events which are not catered, the requirement for a liquor license or permit may be waived, however, appropriate insurance, including liquor liability insurance, will be required for all events where alcohol is served

**\*PLEASE NOTE:** Payment for each off-duty police officer requires a three-hour minimum fee of \$105.00 and \$35.00/hour for each additional off-duty officer / EMS personnel needed. Payment for two (2) off-duty fire fighters requires a three-hour minimum fee of \$180.00 and \$35.00/hour for each additional off-duty fire fighter.

## **NON-PROFIT ORGANIZATIONS ONLY**

**If you are a non-profit organization planning to hold your event in an indoor facility on City property and are intending on selling or distributing alcohol, the Facility Rental process will require the following:**

All *Non-Profit organizations* must submit an application to the State of Florida for a one, two, or three-day temporary liquor license. To obtain a temporary license, the applicant must complete the application for a one/two/three-day permit or special sales license for alcohol. Go to the website listed below:

<http://www.myfloralicense.com/dbpr/abt/forms/documents/abt6003.pdf>

SECTION 3 of the application MUST be signed by the Department of Revenue in Jacksonville (921 North Davis Street, Building A, Suite 250, Jacksonville, FL 32209 / (904) 359-6070)

SECTION 4 of the application MUST be signed by Fernandina Beach Zoning (204 Ash Street, Fernandina Beach, FL 32034)

SECTION 6 of the application MUST be signed by one of the officers that shows up on the Corporation.

Go to [www.sunbiz.org](http://www.sunbiz.org) and locate the exact name of the applicant. The name must be on the application EXACTLY as it is with the State.

Make an appointment with the Division of Alcohol, Beverage and Tobacco. Call 904-727-5552, Ext 4 to make the appointment. The Division of Alcohol, Beverage and Tobacco is located at 4161 Carmichael Avenue, Building #3300 (2<sup>nd</sup> floor) Jacksonville, FL.

The applicant must pay \$25.00 to the Division of Alcohol, Beverage and Tobacco in exact cash, check, or money order.

If the event is planned to be outdoors, it will fall under the category of a "Special Event" and will require the completion and approval of a **Special Event Permit Application**. Additionally, the following items will be required:

- A layout or site plan of your event location, with details of vendors, stages, other participants that will have booth space, and the fenced area in which you plan on selling or distributing alcohol, should be submitted within ten (10) business days of application submittal.
- A time line of entertainers or multiple events, as well as a plan for trash, portable toilets, electricity, security, size and location of tents, and parking should be submitted within ten (10) business days of application submittal.
- A one-million dollar (\$1,000,000.00) certificate of liability insurance policy and endorsement form, with the City of Fernandina Beach listed as the certificate holder (City of Fernandina Beach, 204 Ash Street, Fernandina Beach, FL 32034) and additionally insured, with a one-million dollar (\$1,000,000.00) liquor liability special event rider attached, must be submitted within ten (10) business days of application submittal. If a professional vendor or caterer is selling or serving alcohol at the event, the vendor or caterer must provide liquor liability insurance naming the City of Fernandina Beach as certificate holder and additionally insured in the amount of one-million dollars (\$1,000,000).
- A refundable deposit is required and will be refunded upon the event's producer's obligations' fulfillment to the City and returning City-owned property to the City in its original condition. Other documentation may also be required that is deemed necessary by the City Manager, his/her designee, or any of the City departments that will be affected by the event.