



# Special Event TEMPORARY BEER / WINE GARDEN PERMIT APPLICATION

If you plan to host a special event in Burlington that includes a City park and you would like to include a beer/wine garden at your event, please submit this Temporary Beer/Wine Garden Permit Request to the Parks and Recreation Department at least (60) days prior to your desired event date. Contact the department at 900 E. Fairhaven Avenue, Burlington WA 98233, (360) 755-9649 or [BParks@burlingtonwa.gov](mailto:BParks@burlingtonwa.gov).

Approval of your permit request is determined by Burlington City Council. The request will be placed on the first available meeting agenda after its submittal and review. Applicant will be notified of the scheduled meeting date and will be responsible for presentation of request at Council meeting. (Burlington City Council typically meets the 2<sup>nd</sup> and 4<sup>th</sup> Thursdays of each month. Meetings begin at 7:00 pm.)

If your special event plans do not include use of a City park, please contact the Burlington Planning Department for more information: 833 S. Spruce Street, Burlington WA 98233, (360) 755-9717 or [BPlanning@burlingtonwa.gov](mailto:BPlanning@burlingtonwa.gov).

Today's Date: \_\_\_\_\_ Non-Profit Federal Employer ID#: \_\_\_\_\_

Name of Event Sponsor/Organization: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_ Day Phone#: \_\_\_\_\_

Mailing Address (including City & Zip): \_\_\_\_\_

1. Desired location of Beer/Wine Garden (*attach event layout*): \_\_\_\_\_

2. Event Name: \_\_\_\_\_ Event Date(s): \_\_\_\_\_ Times of day Garden will be open to the public:  
From: \_\_\_\_\_ To: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_

3. The presence of a Security Guard during the "active" hours of the beer/wine garden is required. Scheduling of the guard will be handled by the Parks and Recreation Department. The expense will be paid by the Event Sponsor. The guard will be scheduled to arrive ½-hour prior to the garden's opening and to depart ½-hour after its closing.

**Arrival time:** \_\_\_\_\_ **Est. Departure time:** \_\_\_\_\_ **#of Hours** \_\_\_\_\_ **x \$20.00 per hour = \$** \_\_\_\_\_

The event's scope may also require the presence of an off-duty Burlington Police Officer (or Officers) with the additional expense paid by Event Sponsor. This stipulation will be agreed upon before permit approval. Sponsor must contact the Burlington Police Department at (360) 755-0921 for scheduling.

4. The Beer/Wine Garden will be operated by Event Sponsor or by Caterer

\*If catered, business name: \_\_\_\_\_

*A valid liquor license/permit issued by the Washington State Liquor Control Board is required from the Garden's operator. Refer to the Special Event Regulations for more detail regarding the requirements.*

*\*If catered, the caterer will also be required to provide to the City a Certificate of Liability Insurance with endorsement which names the City of Burlington at 833 S. Spruce Street, Burlington WA 98233 as an "Additional Insured". The liability insurance must provide a minimum threshold of \$1,000,000 per occurrence with \$2,000,000 General Aggregate coverage.*

As a condition of approval, the applicant will be required to obtain the appropriate permit/liquor license from the Washington State Liquor Control Board and a copy of the permit/liquor license must be provided to the Parks and Recreation or Planning Department at least 30-days before event. Additional information regarding WSLCB requirements can be found on their website, <http://liq.wa.gov/licensing>, or by phoning WSLCB at (360) 664-1600. All requirements imposed by the City of Burlington as a condition of permit approval should be considered supplemental to the requirements of the Washington State Liquor Control Board and the Skagit County Health Department.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

### For City Use:

Parks & Recreation Director Recommendation: Approve  Disapprove

Remarks: \_\_\_\_\_

Signature of P&R Director: \_\_\_\_\_ Date: \_\_\_\_\_

Temporary Beer / Wine Garden Permit Application Is Approved  Is NOT Approved

Signature of Mayor or Designee: \_\_\_\_\_ Date: \_\_\_\_\_

**Approved at Burlington City Council meeting on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.**