



APPLICATION TO SERVE ALCOHOL

Uniformed Police presence is required during all events where alcohol is being served.

- The City reserves the right to determine the number of police officers at an event.
- All police officers used in the facility will be arranged through and provided by the Carrollton Police Department.
- Officers are required to be present once alcohol service begins and until the end of the contract time.
 - Renter is responsible for the cost of Officers. The Carrollton Police Department is partnered with Off Duty Management and they will contact the renter directly to collect payment. The City will submit the request once all necessary paperwork has been received.
 - Number of officers required will be determined by the Carrollton Police Department, taking into consideration all aspects of the event.
 - If additional police officers are required to respond to the event due to a disturbance or more guests attending the event than stated on the request form, the renter may be subject to additional charges and/or the approval to dispense alcohol may be revoked.

Please see the [City of Carrollton's Police Department's webpage](#) for up-to-date pricing information.

Insurance

- Either the sponsor of the event or the caterer/contractor/vendor/concessionaire providing alcoholic beverages at the event must carry or obtain a Liquor Liability Addendum to their General Liability Policy and have such policy endorsed to name the City of Carrollton as additional insured on the policy.

Insurance requirements are as follows:

General Liability Coverage: \$1,000,000 per occurrence, \$2,000,000 annual aggregate
G/L must include coverage for the following:
Must be on a per occurrence basis
Must include Medical Expense limits of not less than \$10,000
Personal and Advertising Injury limit of not less \$1,000,000
Products and Completed Operations limit of \$2,000,000 aggregate
Fire Damage, any one fire limit of \$1,000,000

By signing below, as the prospective renter of a City facility, I agree to follow the rules, regulations, policies and laws related to alcoholic beverage distribution and consumption. It is my responsibility to secure any necessary permit(s) and adhere to laws and procedures of the Texas Alcoholic Beverage Commission. I also understand and agree to the terms of the City of Carrollton Alcoholic Beverage Policy, including but not limited to the following:

Printed Name _____ Signature _____ Date _____

City Use Only

Staff- initial and Date when each form /documentation is received

_____ Facility Rental Application _____ Caterer Agreement and Insurance

_____ Certificate of Insurance _____ TABC License