

# Application to Serve Alcohol at Heritage Park Centre



## Applicant Information:

Name of Individual or Group: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Work: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Event Date: \_\_\_\_\_

Event Time: \_\_\_\_\_

Event Description: \_\_\_\_\_

Hours of Serving Alcohol (must end 30 minutes prior to end of event): \_\_\_\_\_

Location(s) where alcohol will be served and consumed:

- Cafetorium
- Other \_\_\_\_\_ (requires Board Resolution)

Person responsible for serving - with Serve-It-Right Certification: \_\_\_\_\_

Describe security measures to ensure the physical safety of the building? \_\_\_\_\_

Describe measures to control entry and exit to the area where alcohol will be served and consumed? \_\_\_\_\_

Prior to the event copies of the following documentation must be provided to the School District.

- **Serve-It-Right Certificate, person responsible**
- **Liquor Special Event Permit**
- **Certificate of Insurance**
  - **\$5,000,000 Comprehensive General Liability Insurance**
  - **School District No 75 (Mission) and City of Mission, named as an additional insured**
  - **Host Liquor Liability Extended Coverage**
- **Community Use Rental Agreement (City of Mission document)**

*The undersigned has read, understood and agrees to be bound to the conditions and terms as specified in the **Heritage Park Community Event Alcohol Serving Procedure**.*

**Applicant Signature**

**Date**

\_\_\_\_\_

\_\_\_\_\_

SCHOOL DISTRICT OFFICE USE ONLY:  Approved  Not Approved

Secretary-Treasurer's Signature

Date