



# EVENT SERVICES ALCOHOL USE REQUIREMENTS

The distribution or consumption of alcoholic beverages shall be in compliance with all applicable laws, including Alcoholic Beverage Control Commission regulations. All request for alcohol use must be approved by the Event Services Division.

## Application Procedures

- Submit a Facility Reservation Request Packet indicating that you are requesting to serve alcohol.
- Guest(s) of Honor are required to be at least 21 years of age for alcoholic use to be permitted. Alcohol is prohibited at youth events.
- Alcoholic beverages are prohibited from being served to any person under the age of 21.
- A request to serve alcohol must be submitted no later than sixty (60) calendar days prior to event date.
- Additional Fees:
  - \$50.00 non-refundable application fee
  - \$500.00 refundable alcohol deposit
  - Certificate of Insurance with Liquor Legal Liabilities Premium Cost determined by guest count and event type.
  - Security: minimum of 2 Deputies as charged by San Bernardino County Sheriff's Department. *Additional Deputies may be required at the discretion of Community Services Department and San Bernardino County Sheriff's Department.*
- Applicants must contract a caterer or bartender service that utilizes TIPS Certification (Training for Intervention Procedures) to provide all alcohol services for the duration of the event. Proof of certification is required. A list of pre-approved bartenders is available on the last page.
- Sales or requests for donations for alcoholic beverages is prohibited without a Temporary Use Permit (TUP) secured from the Department of Alcoholic Beverage Control (A.B.C.).
- To obtain a TUP, the applicant shall apply in person with A.B.C. and fulfill all requirements as set forth by A.B.C.

Department of Alcoholic Beverage Control (A.B.C.)  
3737 Main Street  
Suite 900  
Riverside, CA 92501  
951.782.4400

- Service of alcohol must not extend a maximum of four (4) consecutive hours and must end at least one (1) hour prior to event end time and at least 2 hours prior to exit (vacate) time.
- Applicant is required to remove all alcoholic beverages and empty containers from facility immediately following event.

*I have read and understand the Application Procedures* **Initial:** \_\_\_\_\_

## Alcohol Use Requirements

- Alcohol service at Central Park is limited to beer, wine, and champagne ONLY. Hard alcohol is NOT permitted, if consumed at Central Park the applicant will forfeit their entire alcohol deposit.
- All alcoholic beverages are required to be served and consumed inside the contracted space(s).
- Alcohol possession or consumption is strictly prohibited in the hallways, restrooms, parking lots, or any other room or space not specifically designated on the signed permit.

*I have read and understand the Alcohol Use Requirements* **Initial:** \_\_\_\_\_



# EVENT SERVICES ALCOHOL USE REQUIREMENTS

## Caterer/Bar Service Company Requirements

- Applicant is required to provide copies of each of the following for each contracted vendor to the Event Services Division at least fourteen (14) business days prior to event date:
  1. City of Rancho Cucamonga Business License, other city business licenses will not be accepted.
  2. Certificate of Insurance with a separate endorsement naming the City of Rancho Cucamonga as additionally insured
  3. TIPS Certificate for Bartender
  4. Current County of San Bernardino Health Permits and Food Handlers Card for all servers.
- Alcohol must be served and consumed from clear plastic cups.
- Beer, wine, and champagne bottles and cans may only be open in the kitchen or behind the bar.

**NO ALCOHOL BOTTLES OR CANS ARE ALLOWED ON TABLES OR IN PUBLIC AREAS.**

*I have read and understand the Caterer/Bar Service Company's Requirements Initial: \_\_\_\_\_*

## City Service Responsibility

- Alcohol Permit Applications will be reviewed on a case-by-case basis and approved or denied by the Event Services Supervisor.
- Event Services Staff will submit the City of Rancho Cucamonga Sheriff's Department request for security.
- City and Sheriff Department staff will determine event risks and insurance costs.
- The City may place restriction on alcohol use due to State/Federal Law and City Ordinance requirements.
- City staff will monitor all alcohol areas.

**Rental Applicant understands and agrees to these requirements. Failure to abide by the above procedures and requirements will result in forfeiture of all or a portion of deposit**

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

Printed Name: \_\_\_\_\_

## For your reference:

The City of Rancho Cucamonga does not recommend or endorse one company over another. The companies listed below have complied with the City of Rancho Cucamonga Business License, Insurance requirements, & TIPS Certification.

### Central Park Verified Bartender List:

- Raul Fernandez (909) 279-5277
- Dolores Holguin (909) 559-4853
- Keith Lee (909) 874-4832 or (909) 210-5364
- Ron Rosenberg (951)295-5272 or James Rosenberg (626) 991-0016