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## **Instructions for completing the Alcohol Permit Application for Borough Owned Property**

Only the **SPONSORING ENTITY** of the event should complete the permit application. The Borough does not require a permit application for each vendor serving alcohol at the event. The Sponsoring Entity must submit the permit application no less than ten (10) days prior to the date of the scheduled event. The permit application can be completed online on the Borough website at [www.zelieboro.org](http://www.zelieboro.org). You may also print the permit application and complete it by hand.

It will be required that a representative of the Sponsoring Entity meet with the Chief of Police and Borough Manager for the purpose of discussing event specifications, alcohol, and security requirements after the permit application is submitted.

Prior to issuing the permit, the **SPONSORING ENTITY** must submit a Certificate of Liability Insurance that includes Liquor Liability naming the Borough of Zelienople and/or the Zelienople Community Park Association as an additional insured to the Chief of Police.

Every **VENDOR** that will be serving alcohol at the event must submit their Exhibition Permit or Farmer's Market Permit from the PA Liquor Control Board to the Chief of Police prior to the event.

The Permit Application, Certificate of Liability Insurance, and the PALCB Exhibition Permit/Farmer's Market Permits may be emailed to [zeliepd@zelienoplepolice.org](mailto:zeliepd@zelienoplepolice.org), faxed to 724-452-7840, or mailed and hand delivered to:

Zelienople Police Department  
111 W. New Castle Street  
Zelienople, PA 16063

If you have any questions regarding the application process, please contact the Zelienople Police Department at 724-452-3003.



## Alcohol Permit Application for Borough Owned Property

<b>APPLICANT AND SPONSORING ORGANIZATION INFORMATION</b>	
<i>* All information must be completed. If not applicable, write N/A. *</i>	
Name of Applicant:	
Address:	
Phone:	Email:
Sponsoring Organization:	
Address:	
Contact Name:	Phone:
Contact Email:	
Person in Charge of Supervising Event:	
Address:	
Phone:	Email:

<b>EVENT INFORMATION</b>			
Name of Event:			
Purpose of Event:			
Date of Event:	Hours:	am/pm to	am/pm
Rain Date:			
Start time to set up event:	End time to clean up from event:		
Location of Event:			
Description of Event:			
Does this event require a special occasion permit from the PLCB :    Yes                  No			
Access (select one of the choices below):			
Invitation Only	Prepaid Registration	Pay at Entry of Event	Open to Public
Approx. Number Attending:			
Will restrooms be available?    Yes                  No			
If yes, location(s):			



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SERVICE OF ALCOHOL			
Will alcohol be served at the event?	Yes	No	
Who will be serving alcohol:	Individual	Caterer	Bartender
Individual/Caterer/Bartender Name(s):			
Address:			
Phone:		Email:	
Will individuals be allowed to bring their own alcoholic beverages to this event?	Yes	No	
If alcohol is being served at the event, please describe all measures that will be taken to establish proof of legal age prior to any individual being permitted to consume alcoholic beverages:			

Any additional information applicant wishes to submit (security measures, etc.) can be notated below:

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### **ACKNOWLEDGEMENTS AND AGREEMENTS**

The applicant and any sponsoring organization agree to and will comply with the following requirements:

- a) Each person publicly consuming alcohol or possessing an open container must be of legal drinking age pursuant to Pennsylvania law.
- b) Distribution, consumption, and possession of open containers of alcoholic beverages shall only occur within the geographic bounds of, and only within the approved timeframe of, the special event permit.
- c) Open containers of alcoholic beverages may only be served or distributed by an individual or entity with a valid brewery, catering, restaurant, or winery license in the Commonwealth.
- d) No permit shall be issued to any person who has failed on a previous occasion to comply with the conditions of a special event permit for thirty-six months after said failure.



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- e) Only beverages that are fifteen percent (15%) or less alcohol by volume (ABV) may be publicly consumed or served in an open container.
- f) No person may consume more than one (1) alcoholic beverage at a time.
- g) Open containers shall be limited to a volume of 16 ounces or less.
- h) This exception shall only apply between the hours of noon and 10:00 p.m.
- i) If there is any charge or donation for admission to the event or purchase of any merchandise, food or drink, then before a permit will be issued the applicant must submit proof that he obtained a special occasion permit from the Pennsylvania Liquor Control Board.
- j) Any bartenders or caterer providing the service of alcohol must have or be RAMP or TIPS certified servers and evidence of such certification provided with this application.
- k) No permit shall be issued prior to applicant attending an in-person meeting with the Chief of Police and Borough Manager for the purpose of discussing event specifications, alcohol, and security requirements.
- l) Prior to issuing the permit, the **SPONSORING ENTITY** must submit a Certificate of Liability Insurance that includes Liquor Liability naming the Borough of Zelienople and/or the Zelienople Community Park Association as an additional insured to the Chief of Police.

I certify by signing this application that all information provided is true and correct. I understand that the event can be terminated by the Borough should the event be held contrary to the requirements of this application or create or cause violation of any law, regulation, or Borough ordinance. I certify that I am authorized by the sponsoring organization (if any is identified) to act on its behalf in the signing this application and providing all documents associated with this event. I, and the sponsoring organization, agree that we jointly and severally indemnify and hold, the Borough of Zelienople and its elected officials, appointed officials and employees and the Zelienople Borough Police Department and its officers harmless against all claims arising out of, or resulting from the event including, but not limited to any and all claims for damage to property or injury to, or death of persons arising out of or resulting from the holding of the event or issuance of the permit. ***I understand that any false statements and information provided in this application are subject to criminal penalties of 18 Pa.C.S. § 4904 based upon unsworn falsification to authorities.***

Name of Applicant (printed): \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

FOR BOROUGH USE ONLY		
Date Permit Issued:	Fee Paid:	Permit Number:
Issued by (printed name):		
Title:		
Issued by signature:		