

APPENDIX C: LANDLORD AUTHORIZATION APPLICATION FOR THE SALE, DISPENSING & CONSUMPTION OF ALCOHOLIC BEVERAGES.

The City of Geneva's City Manager is authorized to issue a landlord authorization form for the State Liquor Authority, the sole authority that permits the sale, dispensing and consumption of alcoholic beverages in certain parks, facilities, and public spaces. Landlord authorization forms are issued on a limited basis and only in conjunction with a permit granted for a primary activity (i.e. festival) for the use of certain facilities. It is the sole responsibility of the applicant to apply for the necessary licenses and return all necessary forms to the State Liquor Authority. As a condition of the City of Geneva granting landlord permission, the applicant agrees to follow all applicable laws, rules, and regulations, including but not limited to the New York State Alcoholic Beverage Control Laws, and agrees to abide by the following requirements:

- A. Alcohol Sales must cease one-half hour before the official closing of the event.
- B. All beer and wine will be sold, dispensed, and consumed in an enclosed area, monitored by event security personnel that have been hired at the applicant's own expense. The security personnel will monitor all beer/wine points of sale, check for proper age identification, apply wristbands to patrons, and secure entrances and exits of the beer/wine area. The Geneva Police Department must approve the type and number of security personnel for the area, based on estimated attendance, size of enclosed area, planned activities in the enclosed area.
- C. All patrons will be age 21 years and over and will be proofed and provided a wrist band.
- D. Maximum cup size will be 20 oz. for beer, 8 oz. for wine.
- E. No individual will be served more than two drinks at one time.
- F. All bartenders will be paid at the applicant's expense.
- G. It is recommended that all bartenders have valid T.I.P.S (Training for Intervention Procedures by Servers of Alcohol) or F.A.I.R (Fundamentals of Alcoholic Intoxication Recognition) bartender certification.
- H. Once applicant has been approved and received temporary permit, applicant must send a copy of the temporary permit to the Special Events Coordinator. Upon receipt, the City will issue an Open Container Waiver letter from the City Manager's office.

**APPENDIX C:
LANDLORD AUTHORIZATION FOR ALCOHOL (continued)**

SUBMIT THE COMPLETED FORM BELOW ALONG WITH THE FOLLOWING ITEMS TO THE CITY:

1. A certificate of liquor liability insurance that:
 - a. Provides \$1,000,000 of coverage per each occurrence
 - b. Name the City of Geneva, NY as additional insured
 - c. Provides that such policies shall not expire, be changed or be canceled until thirty (30) days written notice has been given to the City. Said certificate shall contain a clause stating there are no exclusions in the insurance, coverage regarding municipally owned or leased property or municipal operations, invitees, licensees, agents or volunteers.
 - d. Lists the name, date(s), and location for the event in the comments area
2. A site plan of the event location, showing the area designated for the sale, dispensing, consumption, and containment of alcoholic beverages (applicant may denote the area on the site map required in the special event application).

Submit this document with the above required attachments at least 12 weeks prior to the event either via email to events@geneva.ny.us or mailed to:

City of Geneva
Attn: Events
47 Castle St.
Geneva, NY 14456

Name of Event: _____

Address of Event: _____

Date(s) of Event: _____

Proposed dates & hours of sale of alcohol: _____

Name of Individual or Organization applying: _____

Email address: _____

PLEASE NOTE: *In order to serve alcohol on public property, event must have a fully fenced perimeter.*

Signature:

Issuance of the City's landlord authorization does not guarantee issuance of the NYS Liquor Authority's temporary beer and wine permit. Once approved, send copy of temporary permit and required insurance to the City. Upon receipt, the City will issue an Open Container Letter allowing alcohol on public property.