



# CITY OF CLARKSBURG

222 WEST MAIN STREET • CLARKSBURG, WV 26301

## APPLICATION FOR USE OF ALCOHOLIC BEVERAGES IN AND AROUND CITY FACILITIES

Please Type or print legibly. This form must be submitted no less than 10 days prior to your event.  
**A \$25 non-refundable processing fee must be submitted with this application, effective 8-15-07.**

Date(s) of Event \_\_\_\_\_ Time: **From:** \_\_\_\_\_ **To:** \_\_\_\_\_

Name of Applicant/Organization \_\_\_\_\_ Contact Person \_\_\_\_\_  
(Applicant must be at least 21 years of age)

Address \_\_\_\_\_ Telephone \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_ Does Applicant have Liability/Property Insurance\*\*? Yes  No

*\*A Certificate of Liability or Property Insurance may be required of the applicant. This information must be submitted to the City Manager upon request.*

Has your organization ever applied for an Alcoholic Beverage Permit Before?  Yes  No  
If yes, when? \_\_\_\_\_

Have you ever had a permit denied or revoked?  Yes  No If yes, when? \_\_\_\_\_

List Street(s) or City Facility that you are requesting to use or close. **be specific – identify specific block.**

1. \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ Close  Use
2. \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ Close  Use
3. \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ Close  Use
4. \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ Close  Use

Type of function: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

If YES, what steps will be taken to ensure underage persons do not loiter around alcohol service area or consume alcoholic beverages? \_\_\_\_\_

Describe boundaries, fencing, barriers or staff present to control alcohol consumption (must be specific based on physical parameters of venue/event location): \_\_\_\_\_

Type of alcohol to be served: \_\_\_\_\_  
(beer, wine, champagne, hard liquor)

Method of distribution: \_\_\_\_\_  
(sold, catered, provided by applicant/participants)

If sold or catered, by whom? \_\_\_\_\_

- Yes  No Some attendees will be under the age of 21.
- Yes  No Pamphlets, handbills, or advertising material will be distributed at the event.
- Yes  No Water or electrical connections are needed.
- Yes  No You have made provisions for on-site medical services.
- Yes  No You have made provisions for on-site security.
- Yes  No You plan to have amplified sound at your event.

