

**CITY COUNCIL AGENDA ITEM**  
CITY OF SHORELINE, WASHINGTON

<b>AGENDA TITLE:</b>	Discussion of Special Event Alcohol Use in Parks		
<b>DEPARTMENT:</b>	PRCS Department		
<b>PRESENTED BY:</b>	Dick Deal, PRCS Director Eric Bratton, CMO Management Analyst		
<b>ACTION:</b>	<input type="checkbox"/> Ordinance	<input type="checkbox"/> Resolution	<input type="checkbox"/> Motion
	<input checked="" type="checkbox"/> Discussion	<input type="checkbox"/> Public Hearing	

**PROBLEM/ISSUE STATEMENT**

Councilmember Winstead requested staff to review the City's policy regarding alcohol use in the City's parks and facilities and options for expanding the number of locations where alcohol is allowed for special events with a permit. Currently, under SMC 8.12.500, the only City park area or facility where alcohol is permitted is indoors at the Richmond Highland Recreation Center. The City also allows alcohol to be used at City Hall.

With the many improvements made to the City's park system over the past few years, more and more people are using parks and facilities for special events. By expanding the number of areas where alcohol is permitted, it is possible that the City could attract more events to Shoreline parks.

**FINANCIAL IMPACT**

There is no direct financial impact from expanding the alcohol use policy to include more parks and facilities. It is possible that there may be an increase in rentals, which would bring in more rental fee revenue. However, there are some costs to consider, such as the potential for more damage to park facilities as a result of alcohol use. The City currently requires a \$200.00 damage deposit when any food or beverage is served, including alcohol. Since we have not had any events where alcohol has been served, it may take time to determine if \$200.00 is an acceptable damage deposit amount for alcohol use. The deposit would need to be adequate to cover any potential damage or extra clean-up that may be necessary. There may also be requirements for more staff time for set-up and supervision, which should be captured through the permit fee.

**RECOMMENDATION**

Staff recommends that Council discuss the options provided in this report regarding the potential expansion of allowing alcohol use in parks for special events. Although no action is required this evening, staff will use direction provided by the Council to return at a later date with specific legislative and policy proposals for the use of alcohol in City parks and facilities.

Approved By: City Manager - *JU* City Attorney - *IS*

## BACKGROUND

Under SMC 8.12.500, alcohol is not permitted in any of Shoreline's parks or park facilities except for the Richmond Highlands Recreation Center. Anyone wishing to serve alcohol at an event at the Richmond Highlands Recreation Center must obtain a Special Alcohol Use Permit (Attachment A) from the City, which requires proof of insurance and all applicable State permits. Alcohol may also be served at events at City Hall.

Since the City hadn't developed the necessary alcohol use policies and procedures until recently, the City did not permit alcohol at the Richmond Highlands Recreation Center until 2011. So far, no paying customers have ever completed the paperwork necessary to acquire an alcohol use permit. Several people have expressed interest, but changed their minds after learning about the City's insurance requirements. When necessary for certain events, renters can often obtain special event insurance through Washington Cities Insurance Authority (WCIA). However, WCIA will not provide insurance to renters that want to serve alcohol.

While all surrounding cities prohibit the use of alcohol in their parks, most do permit it for special events where a permit has been obtained and insurance has been provided. Most cities also limit alcohol use to a few locations.

## DISCUSSION

In looking at what areas in the City's parks are most conducive to permitting alcohol use for special events, staff looked at areas that are easily contained and controlled and would have limited impacts on other park patrons or surrounding neighborhoods. Staff also considered which areas would be most desirable for special events where alcohol would be served.

For areas that are not as easily segregated by natural screening, staff considered the feasibility of requiring renters to physically segregate areas where alcohol would be served with temporary white fencing, similar to what is seen at beer/wine gardens. The City owns such fencing and setting up and use of such fencing could require an extra fee.

For discussion purposes, staff developed three options for how the City could proceed with expanding the number of locations where alcohol is permitted in City parks for special events. The options are as follows:

**Option 1: Status quo.** The City could continue to only allow alcohol to be served at the Richmond Highlands Recreation Center and City Hall. Now that the City has adopted regulations for the use of alcohol at special events, it is accepting applications for Special Alcohol Use Permits. Staff can review the policy in a year to see how many people obtained a special alcohol use permit for their events and what issues arose as a result of alcohol use and present the findings to Council for discussion.

**Option 2: Amend SMC 8.12.500 to include the Terrace at Richmond Beach Saltwater Park.** SMC 8.12.500 could be amended to expand the areas where alcohol

use is permitted to include the Terrace at Richmond Beach Saltwater Park. Staff believes that the Terrace would be an acceptable location for alcohol to be served because it is physically segregated from the rest of the park making it easier to contain the alcohol to that one location and it is a very desirable spot for events where alcohol may likely be served, such as weddings.

If, after a trial period, it seems that more people are holding events where alcohol is served and the Terrace seems to be working as a location for such events, staff could come back to Council to consider including other park areas under the policy.

**Option 3: Amend SMC 8.12.500 to grant City Manager discretion.** Council could amend SMC 8.12.500 to grant the City Manager discretion in where and when to allow alcohol use in City parks and facilities. Currently, staff believes that the Terrace at Richmond Beach Saltwater Park offers the best place to expand the permitted use of alcohol for special events. However, after staff has had a chance to assess the impacts and/or benefits of expanding the permitted use of alcohol to the Terrace, the City Manager could determine whether it makes sense to expand to other parks or if it should no longer be permitted at the Terrace.

While there are a number of different locations in City parks that may be acceptable for alcohol use, it will take some time and experimentation to determine which parks and locations would work best for permitting alcohol use. The City needs to balance the needs for providing spaces for renters who wish to hold special events where alcohol will be served with the need to provide park space to other park patrons who desire an alcohol free environment. This option would allow the City the flexibility of experimenting with different locations to determine what makes the most sense for expanding the locations where alcohol is permitted.

This option would also grant the City Manager the authority to permit alcohol at events in other parks on a case-by-case basis. For instance, if the City or a community group wanted to include a beer/wine garden at an event in Cromwell Park it could do so with approval by the City Manager and the applicant obtaining a Special Alcohol Use Permit. This would allow the City the flexibility to permit certain special community events while still limiting alcohol use in parks.

### **FINANCIAL IMPACT**

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## **RECOMMENDATION**

Staff recommends that Council discuss the options provided in this report regarding the potential expansion of allowing alcohol use in parks for special events. Although no action is required this evening, staff will use direction provided by the Council to return at a later date with specific legislative and policy proposals for the use of alcohol in City parks and facilities.

Attachment A – Special Alcohol Use Permit Form

**SPECIAL ALCOHOL PERMIT**

Today's Date: \_\_\_\_\_ Facility: \_\_\_\_\_  
Date Requested: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
Type of Event: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_  
Applicant Name: \_\_\_\_\_ Organization Name: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

**Event Sponsor:** The event sponsor (or the persons designated in writing by the event sponsor at least two (2) weeks prior to the event) will attend the event, be the designated contact person for City staff and be responsible for making decisions regarding the operation of the event. Because of the event sponsor's responsibilities, the event sponsor shall not be intoxicated at any time during the event.

**Event Sponsor** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

The Permittee agrees to comply with the terms and conditions of **Exhibit A** of this Permit.

Signature of Permittee: \_\_\_\_\_ Date: \_\_\_\_\_

Permit Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Recreation Superintendent)

☐ Permit approved with the completion of the requirements listed below

**Special Alcohol Permit Requirements** (Required at least two (2) weeks in advance of the event):

- ☐ Signed Facility Rental Contract Received
- ☐ Certificate of Insurance naming the "City of Shoreline" as the Certificate Holder Received.
- ☐ Washington State Liquor Control Board ("WSLCB") Banquet Permit Received
- ☐ Other \_\_\_\_\_

☐ All requirements have been met for the Special Alcohol Permit.

Permit Final Confirmation by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Facility Scheduler)

**Notes:** \_\_\_\_\_



**City of Shoreline  
Parks, Recreation and Cultural Services**

**SPECIAL ALCOHOL PERMIT**

**EXHIBIT A  
TERMS AND CONDITIONS**

**Facilities** - The following are the City of Shoreline facilities at which alcohol consumption may be allowed:

- Richmond Highlands Recreation Center
- City of Shoreline City Hall

**Special Alcohol Permit** - Any person or entity seeking to host an event at a City of Shoreline facility at which alcohol will be consumed must obtain a Special Alcohol Permit from the Parks Department.

**Requirements for Special Alcohol Permit** - All parties wanting a Special Alcohol Permit allowing alcohol consumption in any City of Shoreline facility or park are required to obtain the following:

- (1) A Facility Rental Contract
- (2) A Certificate of Liability of Insurance in the amount and with the assurances set forth in SMC 8.12.090 and naming the City of Shoreline as the Certificate Holder
- (3) A Washington State Liquor Control Board ("WSLCB") Banquet Permit, or a Washington State Liquor Special Occasion License if applicable, as well as any other permits that may be required under state and local law prior to the date of the event.

**Procedure for Obtaining a Special Alcohol Permit**

- (1) The event sponsor will apply for a Special Alcohol Permit, on forms to be provided by the City, a minimum of thirty (30) days prior to the date of the event. The Recreation Superintendent or his or her designee will review the Special Alcohol Permit application and identify any permit conditions that may be necessary or appropriate.
- (2) The event sponsor will provide proof of commercial general liability insurance in an amount of not less than \$1,000,000 each occurrence and \$1,000,000 general aggregate at least two (2) weeks prior to the event.
- (3) The event sponsor must provide a copy of the WSLCB Banquet Permit, along with any other required permits for the event, a minimum of two (2) weeks prior to the event to the Facility Scheduler for the Parks Department. If the Parks, Recreation, and Cultural Services Facility Rental Contract is complete and all other requirements have been met, the Facility Scheduler will then issue a Special Alcohol Permit and advise the Building Monitor of the date, time and nature of the event.

### **Event Requirements**

- (1) The event sponsor (or the persons designated in writing by the event sponsor at least two (2) weeks prior to the event) will attend the event, be the designated contact person for City staff and be responsible for making decisions regarding the operation of the event. Because of the event sponsor's responsibilities, the event sponsor shall not be intoxicated at any time during the event.
- (2) No one under the age 21 will be served alcohol or be in the possession of alcohol
- (3) It is the responsibility of the event sponsor to (1) ensure compliance with all WSLCB rules, regulations and permit conditions; (2) ensure compliance with all City rules, regulations and permit conditions; and (3) provide adequate security and supervision for all persons at the event. The City has the right to shut down and terminate the event if the event sponsor fails to comply with these responsibilities or if any illegal activity occurs at the event.
- (4) The City will provide a facility attendant (21 or older) to be the designated contact person for the City.
- (5) The City may require trained alcohol servers for the event and may specify the minimum number of trained alcohol servers required to work the event. For the purpose of this Policy, "trained alcohol server" means any person holding a valid Class 12 Mixologist Permit issued by the WSLCB. The requirement for trained alcohol servers is at the discretion of the Director of Parks, Recreation and Cultural Services.
- (6) The City of Shoreline may require reasonable security measures for the duration of the event. The event sponsor will be responsible for provided and paying for all security measures required by the City.