

Alcohol Request Form

Brentwood Community Center

- Please complete and submit this form **at least two weeks prior to your event.**
- Completed forms must be submitted to the Recreation Supervisor, Becca.
 - Email: rkrzyszkowski@brentwoodmo.org
- **The submission of this form does not serve as approval** to distribute and consume alcoholic beverages within the Brentwood Community Center. Alcohol is prohibited in the Brentwood Community Center until your request has been officially approved by the Director of Parks & Recreation.

We are committed to providing a safe and secure environment where guests may enjoy alcohol in a responsible manner. Please read each rule listed below. We appreciate your cooperation in providing an enjoyable and safe experience for all guests at the Brentwood Community Center.

- An additional **\$50 alcohol fee** is required for all rentals that have received official approval to consume alcoholic beverages on the premises. This fee does not include the room rental deposit paid at the time of booking and is non-refundable.
- Alcoholic beverages must be kept within the room that has been rented. No alcohol may leave the event space.
- Beer, wine, seltzers and champagne are allowed on the premises. **Hard alcohol is prohibited** and will result in forfeiture of the full room rental deposit if present.
- Only beer served in aluminum bottles or cans is allowed. All glass beer bottles are strictly prohibited. 750ml wine bottles are allowed but must be poured into plastic cups.
- For the safety of your guests, and in accordance with the State of Missouri liquor laws, we reserve the right to remove the following from the event space:
 - Any underage person who is consuming alcohol
 - Any person who provides an alcoholic beverage to an underage person
 - Any person who appears visibly intoxicated at the event

If any of the aforementioned situations occur, it will result in a forfeiture of the entire room rental deposit.

IMPORTANT: YOU MUST COMPLETE PAGE 2 OF THIS FORM 

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1. Name of Renter: _____
2. Date and Time of Event: _____
3. Room (circle): A B (Full) B1 (Half) B2 (Half) C
4. Event Purpose/Name: _____
5. Types of alcohol to be served: _____
6. Manner in which alcohol will be served: _____
7. Description of non-alcoholic food and beverages to be served: _____

8. Will anyone under the age of 21 be in attendance? Yes No
 If so, how many individuals will be under 21? _____

9. I certify that over 50% of attendees are 21 years of age or older. **Initial** _____

10. I agree not to use the name of any alcohol product, manufacturer or distributor in announcing or promoting this event. **Initial** _____

11. I agree not to use any term or phrase in event promotion which might convey that the consumption of alcohol is a major focus of this event. **Initial** _____

12. By my signature below, I certify that I am an official representative of the group or organization sponsoring this event, and that I am authorized to enter into this agreement. My signature also certifies that I agree to comply with all City of Brentwood policies, rules and regulations, as well as all state statutes. I further agree that should the event not comply with any of the above, the City of Brentwood reserves the right to immediately terminate the use of alcohol at said event, with the sponsoring organization or group remaining responsible for all costs associated with the event as planned. I understand that the City of Brentwood reserves the rights to limit quantities of alcoholic beverages served at an approved event, to limit hours and dates when such service may occur and to withhold approval of possession, consumption, provision and sale of alcoholic beverages to any organization, group or individual at any time and for any reason deemed appropriate by the City of Brentwood and its agents. That decision is discretionary and lies wholly with the City of Brentwood, subject to its best interests as it determines them.

13. Renter Signature: _____
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Your alcohol request is: Approved Denied

Comments: _____

Authorized Signature: _____ Date: _____