



APPLICATION FOR ALCOHOLIC BEVERAGE POSSESSION, CONSUMPTION OR SALE

Town of Melbourne Beach

507 Ocean Avenue, Melbourne Beach, Florida 32951

Phone: (321) 724-5860

Fax: (321) 984-8994

Please complete this form and return it to the Melbourne Beach Town Hall at the above address:

APPLICANT INFORMATION

1. Date: _____
 2. Name of applicant: _____ Date of birth: _____
(I.D. required)
 3. Name of licensed caterer: _____
 4. Organization: _____
 5. Address: _____
 6. Phone: (mandatory) _____ E-mail: (optional) _____
 7. Alternate contact: (optional) _____
 8. Phone: _____ E-mail:(optional) _____
 9. Type of event: _____ Date of event: _____
 10. Hours of event: From _____ to _____ (Including set-up and clean-up times).
 11. Number of people expected to attend event: _____
 12. Number of vehicles expected (approximate): _____
 13. Which Melbourne Beach facility or park will you use? _____
 14. Will there be admission fee or prizes given? YES _____ NO _____ If YES, what are the dollar amounts? _____
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15. Other pertinent information: _____

- **You must have a permit from the town for the sale, possession or consumption of alcoholic beverages** (see Chapter 53 of the Melbourne Beach town code.)
- **You must designate a responsible individual that is a Caterer with an alcohol license or holds a Certificate of Bartender Training.**
- **Should alcohol be sold an applicant shall provide copies of an alcohol license, and a Health Department license should food and beverages be sold.**
- **You must provide liability insurance and you must show proof of insurance.** We require \$1,000,000 public liability coverage. You must shop for coverage; we cannot offer recommendations. The Town of Melbourne Beach must be listed as additional insured.
- **Proof of coverage is due no later than 30 days prior to the date of the event.**

As the applicant, I hereby certify that the information I have provided on the form is complete and accurate to the best of my knowledge. I agree to abide by the Terms set forth in this application, and the Ordinances of the Town of Melbourne Beach. I understand that failure to do so may lead to the cancellation of the event, the denial of future permit applications, and/or other legal action.

DATE

APPLICANT SIGNATURE AND AGREEMENT TO TERMS

For Town Use Only

APPROVAL OR DENIAL	<i>Approval signatures required</i>	COMMENTS
_____ DATE	_____ CHIEF OF POLICE – Recommend	_____
_____ DATE	_____ PARKS BOARD CHAIRMAN – Recommend	_____
_____ DATE	_____ PUBLIC WORKS – Recommend	_____
_____ DATE	_____ FIRE CHIEF/ FIRE MARSHAL – Recommend	_____
_____ DATE	_____ TOWN MANAGER – Approval or Denial	_____

Additional comments: _____

- CHECKLIST:
- _____ PHOTO I.D
 - _____ LIABILITY INSURANCE (ALCOHOL)
 - _____ LICENSE OR CERTIFICATE