



Frequently Asked Questions

Permits, Insurance Requirements, and Extra Fees for Alcohol Service

Which indoor facilities allow alcohol service?

Alcohol service is permitted inside **Richmond Highlands Recreation Center or City Hall 3rd Floor Conference Rooms**. Alcohol cannot be consumed in Richmond Highlands Park or outside City Hall, except by permission of the Parks & Recreation Director or his/her designee. Alcohol service may be requested during the following times at approved indoor facilities (availability varies w/facility):

Monday-Thursday 5:00pm-10:00pm

Friday 5:00pm-12:00am

Saturday 12:00pm-12:00am

Sunday 12:00pm-10:00pm

Which outdoor facilities allow alcohol service?

All alcohol must be consumed within the designated fenced areas at the **Richmond Beach Terrace** and the **Cromwell Amphitheater**. Service is allowed during your rented event hours only. Alcohol service must end thirty (30) minutes prior to your contractual end time. For example, an event ending at 9:00pm will do last call at 8:30pm. Rental hours for outdoor facilities are Monday-Sunday from 9:00am-Dusk.

What do I need to do to check availability for a City of Shoreline facility that allows alcohol service?

Richmond Highlands Recreation Center - For rental requests with alcohol service at Richmond Highlands please call (206) 801-2600 to check availability.

Richmond Beach Terrace & Cromwell Amphitheater - For rental requests with alcohol service at Richmond Beach Terrace or the Cromwell Amphitheater please go to:

<http://shorelinewa.maxgalaxy.net/BrowseFacilities.aspx>

1. Request to facility/date/time.
2. Select the Event Type 'Picnic w/Alcohol' or 'Wedding w/Alcohol'.
3. Answer 'Yes' to the 'Would you like to have alcohol service during your rental time?' questions.
4. Add to Cart and complete transaction.
5. Your fees will be converted to the hourly alcohol service fee and you will be emailed a copy of the Special Alcohol Permit and requirements to complete, sign and return for final approval.

Shoreline City Hall - For rental requests with alcohol service at City Hall 3rd Floor Conference Rooms, please call (206) 801-2416 to check availability.

What permits and fees are required to apply for Alcohol Service? You must submit the following to request alcohol service for your rental:

- City of Shoreline Special Alcohol Permit application submitted at least two weeks in advance of event date
- Certificate of Liability Insurance naming the "City of Shoreline" as the Certificate Holder (see below)

- Washington State Banquet Permit Banquet - Permits can be purchased online from the Washington State Liquor Control Board at <http://www.liq.wa.gov/licensing/banquet-permits>
- Signed rental contract
- Payment of all rental fees

How do I apply for Liability Insurance for a private rental?

1. Access website at:
<https://www.onebeaconentertainment.com/OneBeaconEntertainment/pages/products/tulip.palge>
2. Select 'PURCHASE OR QUOTE' button.
3. Enter Appropriate Venue ID Code
 - City Hall 0465-428
 - Richmond Highlands Recreation Center 0465-427
 - Richmond Beach Terrace 0465-431
 - Cromwell Park 0465-313
4. Answer questions about your event.
5. When completed with questions click on "Quick Quote." This will display your cost of insurance.
6. To purchase insurance, fill in personal information.
7. Insert credit card information. VISA or MasterCard only.

Is there an additional cost for alcohol service?

Outdoor Facilities –

- An approved Special Alcohol Permit with a current Certificate of Insurance and Banquet Permit
- Payment of the Outdoor Rental w/Alcohol Fee: \$88/hr Resident; \$105/hr Non-Resident (includes shelter rental staffing and alcohol fee) 4 hour minimum
- Additional \$25/hr Rental Monitor Fee may be required for rentals with attendance greater than 125 at the Cromwell Amphitheater.

Indoor Facilities –

- An approved Special Alcohol Permit with a current Certificate of Insurance and Banquet Permit
- Additional \$19/hr Rental Monitor Fee may be required for rentals with attendance greater than 125.

Who provides the fencing required for outdoor rentals and takes care of set-up and take-down?

The Shoreline Parks & Recreation Department will provide one fence set-up/take-down per day as necessary.

How many people can I have at a rental with alcohol service at the Richmond Beach Terrace and the Cromwell Amphitheater?

- Richmond Beach Terrace Max. 100
- Cromwell Amphitheater Max. 200

Does completing the Special Alcohol Permit guarantee that I will be able to have alcohol during my event? No, each Special Alcohol Permit will be reviewed individually and may be approved as is, may require additional conditions or even be denied.

What type of alcohol can we have at our event?

Alcohol service includes the serving or consumption of beer, wine, and champagne only. Liquor and other alcoholic beverages are prohibited.

Can alcohol be sold during our event?

No, all rental groups must obtain a WSLCB Banquet Permit and all alcohol service must comply with the following guidelines?

1. Attendance must be by invitation only.
2. The event may not be open or advertised to the public.
3. Liquor must be free of charge, or brought by individuals attending the event. No separate or additional charge may be made for liquor, and donations cannot be accepted.
4. The event cannot be for business promotions.
5. Liquor must be purchased from a retail store at full retail price.
6. Package deals are allowed that may include, for example, the cost of dinner, liquor and entertainment. To ensure participants receive an equal share, tickets exchangeable for drinks may be issued as part of the package price. No profit may be made from the packaged deals.

Who can serve alcohol during our event?

All alcohol service is the responsibility of the renter and while a Washington State Licensed Bartender is not required for most rentals, it is suggested as a way to provide a responsible alcohol service at your event.

Will there be a City Staff at the site to check me in?

Yes, The City will provide a facility attendant (21 or older) during your event to be the designated contact person for the City.

What is an Event Sponsor and what are their responsibilities?

The event sponsor 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. The event sponsor is responsible for the conduct and behavior of all participants and guests involved in the rental activity and ensure that no one under the age 21 will be served alcohol or are in the possession of alcohol. 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.

Do I need to haul all my recyclables and trash away?

No, the Shoreline Parks Department will haul trash away and provide extra garbage receptacles for large groups.

I know that smoking is banned at all City Facilities, both indoors and out, but since we are renting a facility can guests of our event smoke outside if they are not within 25' of a public place or place of employment?

No, smoking is prohibited in all City parks and facilities, including the grounds outside City Hall.

I am a member of a corporation or organization with its own Commercial Liability Insurance. Can we substitute the WCIA Event Insurance by providing a copy of our own Commercial Liability Insurance Certificate?

Yes, if the "City of Shoreline" as named as the Certificate Holder and "Liquor Liability Included" is listed on the Certificate of Insurance.

Who do I contact if I have questions?

The Shoreline Parks Department can be reached by email at ShorelineParks@shorelinewa.gov or by phone at (206) 801-2600.