

**INFORMATION REGARDING ALCOHOL**

**AT THE CLEAR LAKE COMMUNITY CENTER**

*Special alcoholic beverage licenses issued in conjunction with special events held in a public owned building are governed by SDCL 35-4-124(3) and permit for consumption of alcoholic beverage on property owned by public or nonprofit corporation are governed by SDCL 35-1-5.5*

If alcohol of any kind is to be consumed at your event to be held at the Clear Lake Community Center, a special events license (one day temporary permit) or “spiking permit” needs to be obtained from the City of Clear Lake. There are 4 establishments in Clear Lake that have liquor operating agreements with the City of Clear Lake: Clear Lake Golf Club, CL Sports Page, Melvee’s, and Pederbergs. Any of these 4 establishments may be contacted by the Lessee to provide alcohol for your event. That establishment’s liquor liability insurance will cover alcohol liability for your event. Therefore, **absolutely no outside alcohol can be brought into the building from other sources, including home-made/brewed wine.** All alcohol for your event must be provided through that establishment. You, as Lessee, should contact one of these establishments well in advance to arrange the alcohol for your event, and then it is up to the establishment to make application with the City for a special events license prior to your event. If you will be providing your own alcohol, free of charge, a “spiking permit” needs to be applied for, which costs \$20.00 and **requires** you to purchase “Special Events” insurance with liquor liability coverage, which needs to name the City as an additional insured.

It is possible for an out of town establishment to handle the alcohol at your event, provided they hold a valid liquor operating license, but that will take more time to process because it needs a public hearing. Please contact the Finance Officer to inquire about publishing deadlines, etc.

The special events liquor license application or “spiking permit” application needs city council approval and the city council only meets once each month, so it’s important that the paperwork be completed in time for the application to be approved at a regularly scheduled monthly city council meeting prior to your event. The special events license or “spiking permit” cannot be issued without council approval. If the proper paperwork isn’t completed in time, you will not be allowed to serve alcohol at your event unless arrangements are made for a special meeting of the city council to approve your application. If that becomes necessary, you will be responsible to pay the cost of the special meeting (approximately \$500.00). Please let the Finance Office know who will be handling the alcohol as soon as you know for sure.

The Lessee must provide a security team for all dances and events involving consumption of alcoholic beverages to be held on the premises. You will be asked to complete a form and provide names, addresses & cell phone numbers of 4 responsible adults who will be in attendance at your event and who agree to take charge of any alcohol or discipline issues that may arise. A copy of the Security Agreement will be provided to the Sheriff and to the establishment providing alcohol at your event so they will have security contact information available if needed.

Alcohol may only be consumed inside the building. Absolutely no drinking is allowed outside the building. No underage drinking is allowed. Lessee shall abide by all local ordinances as well as State and Federal laws.

**I have read this document in its entirety, understand the contents and agree to the terms thereof, and have received a copy for my records.**

Lessee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Copy to Lessee - Date: \_\_\_\_\_ City Finance Office Initials: \_\_\_\_\_