



ALCOHOL PERMIT APPLICATION

For Office Use Only:	
Date Received: _____	Received By: _____

Section I – General Information

This application must be completed and signed by the applicant and received by Roanoke Parks and Recreation no later than 30 days prior to the first day of the event for which the application is being made. Applicants should complete and submit the form to Roanoke Parks and Recreation, 215 Church Avenue, SW, Room 303, Roanoke, VA 24011. Applications can be emailed to parksrec@roanokeva.gov or faxed to 853.1287.

Section I – Application Items and Fee Schedule

The application must be accompanied by the following:

- A copy of a completed Virginia Department of Alcoholic Beverage Control Application for Banquet License
- A completed City of Roanoke Assembly Permit Application, if the event expects more than 100 guests

The fees for submitting this application are as follows:

- \$50.00 non-refundable application fee
- \$200.00 refundable damage deposit

Section II – Applicant and Event Information

Group or Individual Applicant Name: _____ Main Contact: _____

Address: _____

Email: _____

Home Phone: _____ Work Phone: _____ Mobile Phone: _____

Event Description: _____ Number of Expected Guests: _____

Desired Location: _____

Event Start Date: _____ Event End Date: _____

Event Start Time (to include set-up): _____ Event End Time (to include clean-up): _____

Special Requests: _____

Section III – Indemnification and Authorized Signatures

I certify that the information provided is true and correct to the best of my knowledge and belief. Also, I understand that I must file with the City of Roanoke a copy of the Virginia Department of Alcoholic Beverage Control Banquet License at least three (3) business days before the first day of the event that is the subject of this permit. I acknowledge that failure to submit said Banquet License within the required time frame will result in the City's Alcohol Permit becoming null and void. Further, I understand that the organization herein applying for a City Alcohol Permit will be held financially responsible for any damage or cleanup necessitated by the applicant's use of the facility or park indicated above, and that cost may be deducted from the damage deposit, but is not limited by it. I acknowledge that the determination of whether clean-up is necessitated shall be within the City Manager's sole and absolute discretion.

Applicant Signature: _____ Date: _____