



# ALCOHOL PERMIT GUIDELINES

For Office Use Only:

Date Submitted: \_\_\_\_\_ Submitted By: \_\_\_\_\_

By City Ordinance, the possession, distribution and consumption of alcohol in the City's parks, plazas and recreation centers is strictly regulated. The following information is provided to help you understand the restrictions applying to alcohol use at those locations.

**Q: Under what circumstances is alcohol allowed in the City's parks, plazas and recreation centers?**

A: Only when a City of Roanoke Alcohol Permit has been issued, as well as all necessary Virginia Department of Alcoholic Beverage Control permits and licenses.

**Q: What locations are available for those who wish to obtain a City of Roanoke Alcohol Permit?**

A: Alcohol is allowed only at specific locations and is very strictly regulated within those locations:

- Century Plaza
- Elmwood Park
- Fallon Park (not including Fallon Park Pool or Fallon Park Elementary School)
- Highland Park (not including the dog park)
- John Nolen Plaza
- Market Square Plaza
- Mill Mountain Park and Discovery Center
- Mountain View Park and Historic Fishburn Mansion
- Preston Park and Preston Center
- River's Edge Park
- Smith Park
- Vic Thomas Park
- Wasena Park

**Q: Who may obtain a City of Roanoke Alcohol Permit?**

A: Anyone can submit a permit application for an event in the designated parks and facilities. All necessary Virginia Department of Alcoholic Beverage Control permits and licenses must be submitted at the time of permit application.

**Q: What other restrictions apply?**

A: You should be aware of the following:

- The City of Roanoke Alcohol Permit holder must abide by all applicable Virginia Department of Alcoholic Beverage Control rules and regulations. Please call that Department at 540.562.3535 for more information.
- Alcohol may not be distributed in any of the above locations after 10:15 p.m. of any day with the exception of Fishburn Mansion. Alcohol at Fishburn Mansion must be distributed by or before 11:15 p.m. of any day. Alcohol may not be possessed or consumed after 11:00 p.m. of any day with the exception of Fishburn Mansion. Alcohol at Fishburn Mansion may not be possessed or consumed after 12:00 midnight of any day.
- In the approved parks and plazas, no glass containers shall be used to consume alcoholic beverages.
- Roanoke Parks and Recreation staff may require that you provide professional security at your own expense. Further, depending on the size and type of event, Roanoke Police may require that you submit a security plan.

**Q: Are there fees associated with obtaining a City of Roanoke Alcohol Permit?**

A: Yes. There is a \$50.00 nonrefundable application fee.

**Q: Is there a deadline for submitting a City of Roanoke Alcohol Permit Application?**

A: Yes. The 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.

**Q: Where do I get a permit application?**

A: If you would like a permit application, please visit Roanoke Parks and Recreation at 215 Church Avenue, SW, Room 303, Roanoke, VA 24011, or call 540.853.2236.

**Q: Who do I call if I have questions about the City of Roanoke Alcohol Permit?**

A: Please contact Roanoke Parks and Recreation at 540.853.2236 and you will be connected to the proper person.