



6321 Application ID  
☒ Scanned  
☒ Logged  
☒ Fire Marshal Notification

## City of Gillette

### One(1) Day Catering Permit Application

Applicant Name: Mingles (Corner Pocket)  
(Please use the name in which the Liquor License is issued. Catering permits may only be issued to Retail Liquor License holders.)

Address: 2209 S. Douglas Phone Number: 686-1222  
Cell Phone Number: \_\_\_\_\_

Contact Person at the Event\*: Zach Kelley  
\* Must be present at the event at all times.

Contact Phone Number at the Event: 686-1222

Date of the Event: 8/18/18 Event Start Time\*: 5 pm Event End Time\*: 12:00 am

\*Please note that applications requesting outdoor event times before 8:00 a.m. or after 12:00 a.m. (midnight) will not be approved.

Outdoor Event: ☒ Yes ☐ No Anticipated Occupancy: 150 - 200

Location of the Event: Mingles Parking lot

Do you, the applicant, own the event location? ☒ Yes ☐ No

If no, please obtain a written statement to include with this application from the landowner permitting the proposed activity, including the consumption and possession of alcoholic or malt beverages, as described in this application.

Short Summary of the Reason for the Event: Summer Bash Party

Detailed Description of Activities/Entertainment Proposed for the Event: Live Band, outdoor volleyball pit, beer garden

#### Names and Ages of Persons Serving Alcoholic Beverages:

Name: <u>Zach Kelley</u>	Age: <u>31</u>	Name: <u>Paige Evans</u>	Age: <u>24</u>
Name: <u>Allison Lehman</u>	Age: <u>31</u>	Name: <u>Alex chick</u>	Age: <u>30</u>
Name: <u>Drake Kelley</u>	Age: <u>24</u>	Name: <u>STAFF</u>	Age: <u>21+</u>
Name: <u>Brit Evans</u>	Age: <u>32</u>		

Who is checking IDs? \_\_\_\_\_

Stamps: ☐ Yes ☐ No Wrist Bands? ☒ Yes ☐ No

Live Band? ☒ Yes ☐ No Other type of outdoor music/sound/P.A. system? ☐ Yes ☐ No

Other Entertainment? ☒ Yes ☐ No Type: Volleyball

Entertainment Start Time: 8pm a.m. (p.m.) Entertainment End Time: 12:00 am

Security? ☒ Yes ☐ No By Whom? Staff How Many? 3-5

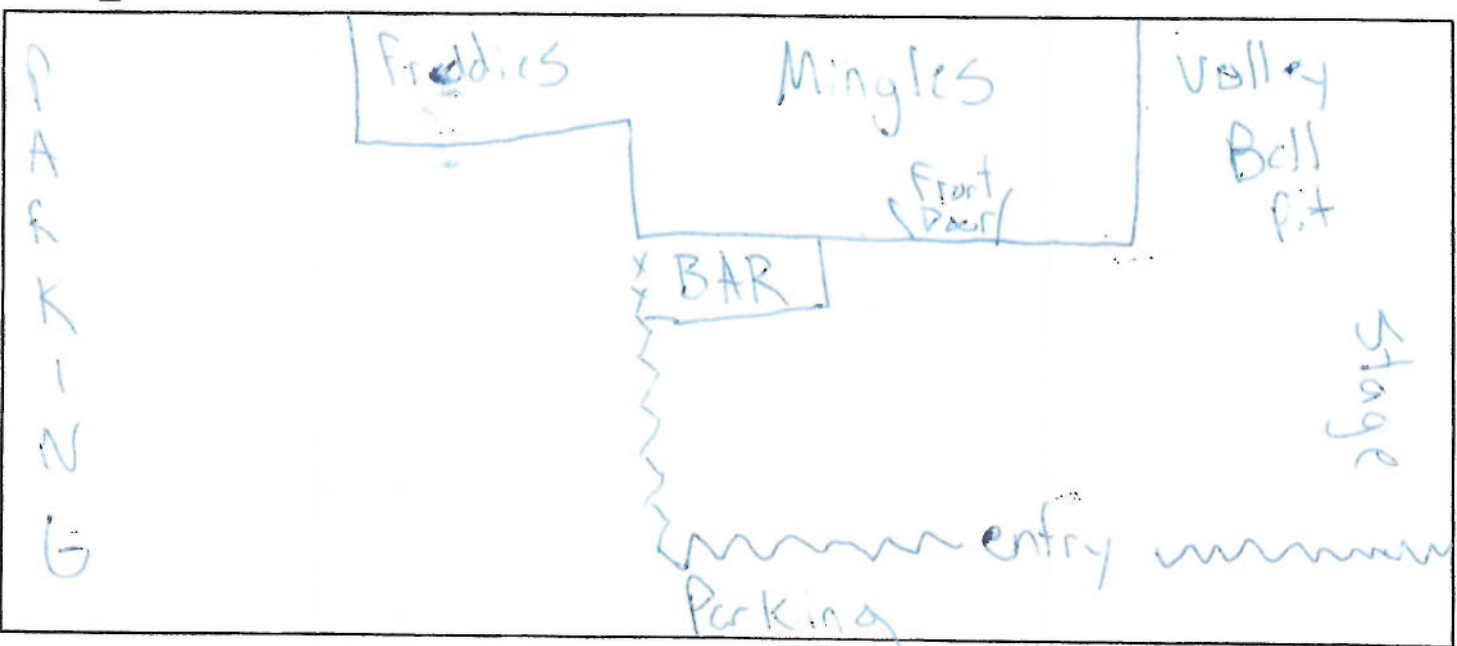
Type of fencing or boundary for the sale, consumption and possession area? Rodro Fencing

Other facilities (i.e. additional parking, trash containers, portable toilets): All our own

Provide a detailed description the area(s) in which the sale, possession and consumption of alcoholic beverages will occur. Beer Garden west end of the parking lot

Provide a drawing of the area(s) in which the sale, possession and consumption of alcoholic beverages will occur. Please be specific and detailed as possible.

North ↑



\* Please be aware that the consumption of alcohol beyond the approved boundaries is in violation of this permit and City ordinance.

Fees: \$50 (non-refundable) for applications submitted at least 3 weeks prior to event date.  
\$100 (non-refundable) for applications submitted less than 3 weeks prior to event date.

[Signature] 7/2/18  
Signature of Applicant Date of Application

FOR OFFICIAL USE ONLY:

Approved ☒ Yes ☐ No

Cindy Staskiewicz 7/2/18  
City Clerk/Designee Date

Approved ☒ Yes ☐ No

[Signature] 7-3-18  
Chief of Police/Designee Date

Has Fire Marshall/Designee been contacted? ☒ Yes ☐ No Assembly Permit Attached ☐ Yes ☐ No  
N/A





## City of Gillette

### Requirements for Catering and Malt Beverage Permits

1. You must contact the Gillette Police Department if the following incidents occur during your event:
  - a. An underage person (under 21 years old) attempts to purchase alcohol.
  - b. A physical fight or other violence occurs at the event; this includes indoor and outdoor event spaces.
  - c. Gillette PD number is 682-5155. Or dial 911.
2. Adults (over 21 years old) may not provide or furnish alcohol to underage youth (under 21 years old).
3. Do not sell or deliver alcohol to obviously intoxicated individuals.
4. Do not allow or permit persons to leave the event with an open container of alcohol.
5. Restrict alcohol sales and consumption to a designated location, i.e. do not allow alcohol to be consumed in unauthorized areas or outside of the event.
6. All alcohol servers must be at least 21 years old.
7. Ensure that all persons purchasing alcohol are at least 21 years old. (It is recommended to check identification for all individuals who appear under the age of 30.)
8. Ensure the contact person listed on the application is present at the event at all times.

I understand that by signing this document I am responsible for ensuring that all of the above requirements are met and followed for the duration of the permitted event. I also understand that not following the above requirements may result in enforcement action and/or termination of the permit. Lastly, any incidents or permit revocations may influence the ability to obtain a permit for future events.

Signature

Date

7/2/18

Print Name

Zach Kelley

### Recommendations for a Successful Event

1. Limit the number of drinks sold to one person at a time.
2. Stop alcohol service at least 30 minutes before closing or ending the event.
3. Do not allow or encourage employees, volunteers, or security personnel to drink alcohol while on duty.
4. Have catering and alcohol service staff and/or volunteers to attend responsible alcohol service training. These trainings are offered free of charge through the Gillette PD or the Campbell County Prevention Council or other individual trainers throughout the community.
5. Post warning signs throughout the event space that discourage drinking and driving and underage drinking. (If interested in these signs, please contact the Campbell County Prevention Council.)
6. Hold a mandatory meeting with all individuals involved with the event (including volunteers and paid/hired staff) to explain these requirements and other pertinent policies and procedures for the event.
7. Offer drinks not containing alcohol (such as water, soft drinks, ice tea, smoothies) as predominantly as alcoholic drinks.
8. Provide copies of event policies to all parties and individuals involved with the event. (This document may serve as event policies.)
9. Do not offer price discounts, such as 2 for the price of 1 or discounted price for a set amount of time.
10. Monitor the event area and grounds for suspicious activities throughout the event.