



## City of Hampton

17 E. Main St P.O. Box 400 Hampton, GA 30228 770-946-4306

**CITY OF HAMPTON**  
**SPECIAL ALCOHOLIC BEVERAGE EVENT APPLICATION**  
[City of Hampton Code of Ord. Chpt. 6, Section 6-12]

Requests must be submitted in writing to the city manager along with the special event registration and be accompanied by a description of the area where alcohol is proposed along with a plan for containment, security, and to ensure no alcohol is served to anyone underage. Any such request must also be accompanied by a certificate of insurance showing insurance is in place for said special event naming the city as an additional insured. Said request shall be placed on the agenda for the next available city council meeting for discussion. If said request is approved by the city council, the city council may impose any additional conditions on the special event as it deems appropriate under the specific circumstances of the special event. The decision of the city council to grant or deny said request shall be final. However, an aggrieved applicant shall have the right to appeal a denial to the Municipal Court of the City of Hampton for a hearing before the municipal court judge.

**Non-Profit Organization**

**Government Organization**

**Business**

**Private**

☐☐☐☐

Date of Event: \_\_\_\_\_

Actual Hours of Event: \_\_\_\_\_

Location of Event:

☐ 20 East Main Street (Train Depot)

☐ 16 Tom Eason Drive (Old City Shop)

☐ 14 Old Griffin Road (Old Fortson Library)

☐ Cherry Street

Name of Applicant applying for the Event Permit: \_\_\_\_\_

Applicant Phone Number: \_\_\_\_\_

Applicant Email Address: \_\_\_\_\_

Name of Organization, Entity, non-Profit, Org., government, business, responsible for the permit: \_\_\_\_\_

Organization Phone Number: \_\_\_\_\_

Organization Email Address: \_\_\_\_\_

Detailed Description of the Event: \_\_\_\_\_

\_\_\_\_\_

Estimated Number of Participants: \_\_\_\_\_

Will entertainment be included at the event? Yes ☐ No ☐  
(If yes, please describe in detail below)

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All applicants and permit holders must comply with all statutes governing. List business name, address, And license number exactly as it appears on the license.

Business Name of Alcoholic Beverage Provider: \_\_\_\_\_

Address: \_\_\_\_\_

Alcohol License Number: \_\_\_\_\_

Type of Alcohol to be offered for sale: Beer ☐ Wine ☐ Distilled Spirits ☐

Will organizer provide alcohol free of charge? YES ☐ NO ☐

Will participants be allowed to bring their own alcohol to the event? YES ☐ NO ☐

**FEES:** The fees for special Alcoholic Beverage Event Permit shall be:

1. For private parties, organizations, business, and non-profit entities \$150
2. For governmental organizations associated with the City of Hampton, no charge
3. The fee shall be paid at the time of application. Said fee shall be refunded if the permit is denied by the governing body or withdrawn by the applicant within 30 days before scheduled event.

**SECURITY:** One security officer, who shall be coordinated through the City of Hampton Police Department, shall be required at any special alcoholic beverage event. Based on his/her evaluation of the event, the city manager or chief of police may, at their discretion, waive the security requirement or require additional security. The recipient of the special alcoholic beverage event permit shall be responsible for contacting the city police department to schedule the required security and for payment of same.

**POLICIES:**

- All applicants must comply with all state and local regulations governing the consumption and distribution of alcoholic beverages
- No Alcoholic beverages shall be left unattended in the defined special events area.
- Cherry Street and/or 16 Tom Eason Drive: All alcoholic beverages must be served in plastic, paper, or aluminum containers. No alcoholic beverages allowed to be served in glass bottles.

**INSURANCE:**

Required for Cherry Street and 16 Tom Eason: The event sponsor shall be required to provide proof of liability insurance to the City in an amount equal to a minimum of \$1,000,000.00, and which shall name the City of Hampton as additional insured thereon. Proof of Liability must be received prior to the issuance of the Special Alcoholic Beverage Event Permit, it is not required to be submitted with the initial application.

**TERMS AND CONDITIONS:**

I hereby agree that as a condition to the issuance of an Alcoholic Beverage Event Permit, the business owner/sponsor of the Event shall indemnify and hold the City harmless from claims, demand, or cause of action which may arise from activities associated with the event. I hereby solely swear, subject to criminal penalties for false swearing, that the statements and answers made by me to the foregoing questions in this application for an Alcoholic Beverage Event Permit are true, and no false or fraudulent statement or answer is made herein to procure the granting of such permit.

I hereby state and understand that should a complaint be filed against the owner/sponsor of the Event for violation of any regulation associated with the application for the City of Hampton Alcoholic Event Permit, the permit issued for the event will immediately become void and will not be reissued for the same location.

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

<b>STAFF USE ONLY</b>
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Date application  
Received: \_\_\_\_\_

Date scheduled for  
council consideration: \_\_\_\_\_

Application Fee  
Received: \_\_\_\_\_

Method of Payment: Council decision:

Approved ☐

Denied ☐

Date: \_\_\_\_\_

Cash ☐

Credit Card ☐

Check ☐

Security coordinated with Hampton Police department: \_\_\_\_\_

Notes: \_\_\_\_\_

Permit Issued by: \_\_\_\_\_

Permit number: \_\_\_\_\_

Date issued: \_\_\_\_\_