



CLAY COUNTY FLORIDA

**Facilities Operations and
Maintenance**

Parks & Recreation

Mailing Address:

P.O. Box 1366
Green Cove Springs, FL
32043

Physical Address:

477 Houston Street
2nd Floor, Admin. Building
Green Cove Springs, FL
32043

Area code: 904
Phone: 284-6378
Fax: 284-9780

County Manager

Stephanie C. Kopelousos

Commissioners:

Mike Cella
District 1

Wayne Bolla
District 2

Diane Hutchings
District 3

Gavin Rollins
District 4

Gayward Hendry
District 5



www.claycountygov.com

Alcoholic Beverage Permit Application

Application must be submitted at least sixty (60) days prior to the date of the function. An application submitted less than sixty (60) days in advance of the function will not be considered for a permit.

DATE OF APPLICATION: _____

DATE OF FUNCTION: _____

APPLICANT(s): _____

ORGANIZATION: _____

MAILING ADDRESS: _____

CELL PHONE: _____ EMAIL ADDRESS: _____

TYPE OF EVENT: _____

EXPECTED ATTENDANCE: _____

Hereby applies to sell/serve alcoholic beverages at an event at the Clay County Fairgrounds on State Road 16.

On (date) _____ from (time) _____ am/pm to (time) _____ am/pm.

On (date) _____ from (time) _____ am/pm to (time) _____ am/pm.

ALL ITEMS BELOW MUST BE INCLUDED WITH THE APPLICATION

____ \$350.00 (Residents) \$400.00 (Non Residents) Permit Fee paid \$75.00 of cost is
Non Refundable Processing Fee (receipt attached)

____ Reservation Request Form

____ Certificate of Insurance (COI)

____ Release and Hold Harmless Agreement

____ Copy of license to sell Beer and Wine

____ Site plan illustrating the location of the Alcohol Zone for the sale, possession, and/or consumption of Beer and Wine. Plan *must* include an illustration of the physical barrier around and the *single* entry and exit point into the Alcohol Zone.

____ Traffic/parking plan

____ Tentative schedule of activities.

____ Plan to control underage drinking

____ Permit from Fire/Rescue Services If planning to have any flammable, combustible, explosive, or hazardous material.

____ (initial here) I have obtained a copy of the rules and regulations regarding the sale/consumption of alcoholic beverages at the Clay County Fairgrounds and agree to comply.

Applicant understands that there may be additional cost for Law Enforcement and Fire/Rescue Services as determined by the Permit Committee. Written proof of payment of all associated fees will be required *prior* to the issuance of the permit.

SIGNATURE OF APPLICANT

PRINT NAME

Rules and Regulations regarding the sale/consumption of alcoholic beverages at the Clay County Fairgrounds

ORDINANCE NO. 2017-27 can be read in its entirety online at claycountygov.com

- A Permit *is required* for any function which a User wishes to provide for the sale, possession, and consumption of Beer and Wine.
- The sale or service of Alcoholic Beverages at any time by any person other than those that have obtained an Alcoholic Beverage Permit is strictly prohibited.
- The sale and service of Alcoholic Beverages at the Clay County Fairgrounds is limited to Beer and Wine *only*, limited to a specific alcohol zone, and only during the hours of 7:00am and 2:00am. All sales must end sixty (60) minutes prior to the end of scheduled event/reservation.
- Alcoholic Beverages for any function will be limited to a specified Alcohol Zone. The Fairgrounds Foreman, or other designated Parks and Recreation Employee, will verify and confirm regulations for the Alcohol Zone have been met. Adjustments to the Alcohol Zone may be required. Permit can be terminated if at any time during the event the Rules and Regulations regarding the Alcohol Zone are not followed.
- In the event the Alcoholic Beverage Permit is terminated due to non-compliance, Clay County shall not be responsible for any costs incurred in relation to the function/event. To include but not limited to; cost of Permit, Fire/Safety service, and Law enforcement Services.
- A Permit *is not* required by any private (by invitation only) function involving one hundred (100) people or less if the following conditions are met:
 - The function is not open to the general public; and
 - The consumption of Alcoholic Beverages shall be limited to the inside of the Exhibit Buildings, and/or J.P. Hall Building, and/or a tent, and/or a specified Alcohol Zone and shall not be allowed outside those areas;
 - Alcoholic Beverages may not be served at any function for more than three (3) hours and only during the hours of 7:00am and 2:00am. However, such service must cease 30 minutes prior to the end of scheduled event/reservation.
 - Food service must accompany the service of Alcoholic Beverages; and
 - User is responsible to ensure all regulations are followed.
- Upon receipt of Alcohol Permit, Applicant is required to have the Permit on site for the duration of the Event.

How to obtain an Alcoholic Beverage Permit:

- Visit the Parks and Recreation office located at 477 Houston St. Green Cove Springs, FL. on the 2nd Floor of the Administration Building or call #904-284-6378 x 3 for an appointment.
- An Alcoholic Beverage Permit Application must be submitted at least sixty (60) days prior to event/reservation in order to be considered and must include;
 - Completed Reservation Request Form; and

- Copy of license to sell Beer and Wine; and
- Site plan illustrating the location of the Alcohol Zone for the sale, possession, and/or consumption of Beer and Wine; and
- An illustration of the physical barrier around and the *single* entry and exit point into the Alcohol Zone; and
- A written plan to control underage drinking; and
- A written plan to control traffic and parking; and
- **\$350.00 (Residents) \$400.00 (Non Residents)** Permit Fee paid (receipt attached); and
- Signed Release and Hold Harmless Agreement; and
- Certificate of Insurance (COI) of General Liability Insurance that includes Alcohol use and Spectator Liability in the amount of \$1 million naming Clay County, Florida as the additional insured.

Planning Meeting:

- Within ten (10) business days of receipt of complete Permit Application, the Permit Coordinator will schedule a planning meeting between the Permit Committee and the Applicant. At the planning meeting, the Permit Committee and the Applicant will review the Application and discuss procedural requirements, necessary conditions such as required County services, any impact on surrounding roadways, and any public health and safety requirements that may be necessary and/or in the best interest of Clay County.
- If the Permit Committee deems it necessary to have law enforcement and fire/rescue services the Applicant must:
 - Contact the Sheriff's Office and make arrangements to contract and pay off-duty deputies and supervisors with the Secondary Employment Coordinator;
8:00am-5:00pm Monday – Friday Phone# 904-213-6096
Fees for deputy services are based on the Sheriff's fee schedule.
 - After law enforcement arrangements have been made, as determined by the Permit Committee, you must submit written proof of payment to the Permit Coordinator to be placed with your application.
 - Contact Fire/Rescue Services to make arrangements to contract personnel;
8:00am-5:00pm Monday – Friday Phone # 904-541-2767
Fees for personnel services are based on their fee schedule.
 - After Fire/Rescue services have been arranged, as determined by the Permit Committee, you must submit written proof of payment to the Permit Coordinator to be placed with your application.
 - All federal, state, and County-required permits must be obtained and copies provided to the Permit Coordinator before the packet can go before the Board of County Commissioners for final approval.

Board of County Commissioners Board Meeting:

- Within fifteen (15) business days of the planning meeting, the Permit Coordinator will present the application and Permit Committee's recommendations to the Board at a regularly scheduled Board of County Commissioner's Board Meeting for consideration.
- The applicant will be notified in writing of the Board meeting date when the Application will be considered and may attend and speak on behalf of the Application. The Applicant will be notified in writing of the Permit approval or disapproval. In connection with any approval, the Applicant will be notified of any additional requirements, services, or conditions and required to confirm acceptance of such within ten (10) calendar days. If the Applicant fails to confirm acceptance within the required time period, the Permit shall be deemed denied. `
- If Permit is not approved, Clay County shall not be responsible for any costs incurred in relation to planning the function.

Public Law Enforcement Services:

- The number of public law enforcement personnel required to service the function shall be determined in the planning meeting with final approval solely by the Sheriff's Office. The Sheriff's Office shall be the sole provider for public law enforcement services unless the Sheriff's Office authorizes use of other sworn personnel.
- If the Applicant is authorized by the Sheriff's Office to utilize sworn law enforcement officers from an agency other than the Sheriff's Office, that agency must meet the requirements for security, as agreed in the planning meeting.
- The Sheriff's Office, in its sole discretion, shall establish the appropriate timeframe which law enforcement are needed for the function. Schedules will be adjusted to cover any activities that may require additional or fewer services. Any changes in personnel as deemed necessary by the Supervisor will be reviewed and discussed with the Applicant on site. Any additional fees generated by scheduling adjustments will be the responsibility of the Applicant.
- If offsite traffic control is necessary due to the high volume of traffic generated by the function the applicant shall pay the Sheriff's Office for all costs related to providing this service.
- The applicant shall ensure that the requirements for law enforcement personnel are met.

Fire/Rescue Services:

- Unless otherwise authorized by the Clay County Public Safety Director, Clay County Department of Public Safety shall be the sole provider for Fire and Emergency Medical Services (EMS).
- If applicant is planning the use of any flammable, combustible, explosive, and hazardous material and processes at the function coordination must be made through the Department of Public Safety and all guidelines must be followed

- The number of certified fire/rescue personnel and the level of protection services required to service any function shall be determined by the Permit Committee in the planning meeting with the final approval by the Public Safety Director.
- The Public Safety Director shall determine whether or not a function will require medical coverage. Unless otherwise authorized by the Public Safety Director, the Clay County Department of Public Safety shall be the sole provider for Advanced Life Support (ALS) non-transport emergency medical services. The number of required personnel to service the function is at the sole discretion of the Public Safety Director and will be determined in the Planning Meeting.
- The fee schedule for determining fire protection personnel costs, equipment costs, and inspection fees shall be set forth in the Resolution.
- The applicant shall ensure that the requirements for emergency medical services and fire protection are met.