



Town of Bedford

POLICY AND PROCEDURE FOR PERMIT TO SERVE ALCOHOL ON TOWN OF BEDFORD PROPERTY

The Town of Bedford will permit the service and consumption of alcoholic beverages on Town-owned property so long as a permit for same is obtained from the Town Clerk. The Town reserves the right to permit the service and consumption of alcoholic beverages at the Town's discretion, and subject to the following policy, which may be amended by the Town Board from time to time.

In order to serve and consume alcohol at an event on Town owned property, an applicant must apply for a permit on a form obtained from the Bedford Town Clerk, as follows:

FOR EVENTS AT WHICH NO FEE IS TO BE CHARGED:

1. At least twenty-one (21) days prior to the date of the event, the applicant must submit to the Town Clerk the application attached, signed and dated by the individual (or for an organization, an authorized officer or representative), together with the following documents:
 - Copy of the approved Facility Use permit or other proof of permission from the Town to rent/use Town owned property.
 - Copy of Hold Harmless agreement signed when renting the BHCH.
 - Copy of proof of Liability Insurance (host liquor liability) naming the Town of Bedford as Additional Insured.
 - \$50.00 check payable to the Town of Bedford
2. The issuance of the permit to serve/consume alcohol on Town owned premises is subject to the approval of the Town's insurer.
3. Upon receipt of approval by the Town's insurer, a one (1) day permit for the service and consumption of alcohol at the location named on the application will be issued by the Town Clerk.
4. A permit for the service and consumption of alcohol is valid only for the date, location and individual or entity named on the permit and may not be assigned.

5. A permit for the service and consumption of alcohol is subject to revocation by the Town at any time, and at the Town's sole discretion.

FOR EVENTS AT WHICH A FEE OF ANY KIND IS CHARGED:

1. At least twenty-one (21) days prior to the date of the event, the applicant must submit to the Town Clerk the application attached, signed and dated by the individual (or for an organization, an authorized officer or representative), together with the following documents:

- Copy of the approved Facility Use permit or other proof of permission from the Town to rent/use Town owned property.
- Proof of proper licensure from the New York State Liquor Authority (caterer's license or temporary permit)
- Original Hold Harmless agreement in the form attached, signed and dated by the individual (or for an organization, an authorized officer or representative)
- Copy of proof of Liability Insurance (host liquor liability) naming the Town of Bedford as Additional Insured.
- \$50.00 check payable to the Town of Bedford

2. The issuance of the permit to serve/consume alcohol on Town owned premises is subject to the approval of the Town's insurer.

3. Upon receipt of approval by the Town's insurer, a one (1) day permit for the service and consumption of alcohol at the location named on the application will be issued by the Town Clerk.

4. A permit for the service and consumption of alcohol is valid only for the date, location and individual or entity named on the permit and may not be assigned.

5. A permit for the service and consumption of alcohol is subject to revocation by the Town at any time, and at the Town's sole discretion

THERE WILL BE NO EXCEPTIONS TO THESE PROCEDURES



Town of Bedford ALCOHOLIC BEVERAGE PERMIT

**Permit for the serving and consumption of alcoholic beverages in a public place
within the Town of Bedford.**

Permission is hereby requested for the serving and consumption of alcoholic beverages at address: _____ between the hours of _____ and _____ on (date): _____ in accordance with the Town of Bedford's Alcohol Policy and Procedures dated 8/3/10.

Group or Organization: _____

Address: _____

Person in Charge: _____

Phone Number: _____

Type Function: _____ # Attending: _____

Signature: _____ Title: _____

Date: _____

I hereby certify that I have read and understand the provisions of the Town of Bedford's Alcohol Policy and Procedures dated 8/3/10.

Town Clerk's Use

The following must be submitted with completed permit:

- Facility Use Permit
- Signed Hold Harmless Agreement
- Liability Insurance
- Temporary Permit from ABC (if applicable)
- \$50.00 Permit Fee
- Completed Alcoholic Beverage Permit

c: Recreation Office – if applicable Approved by Insurance Co.: _____
Police – All Permit Issued: _____

ALL FORMS MUST BE SUBMITTED TO THE TOWN CLERK'S OFFICE. INSURANCE AND ALCOHOL PERMIT FROM NY STATE MUST BE SUBMITTED WITH THIS PERMIT APPLICATION.
Town Clerk – 321 Bedford Road, Bedford Hills, NY, 914-666-4534



INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

Service and Consumption of Alcohol on Town Owned Property

We agree to hold harmless, indemnify and defend the Town from and against any and all claims, damages, liabilities, obligations, judgments, charges, costs, expenses and fees, including but not limited to personal injury and property damage or theft, arising from our use/service of alcohol on any Town owned property, unless such injury or damage is caused by the conduct or actions is caused by the Town or any of its employees.

Organization Name: _____

Event Location: _____

Date of Event: _____

Name: _____ Signature: _____

Date: _____

Please sign, date and return to:

**Town Clerk's Office
321 Bedford Road
Bedford Hills, NY 10507**

914.666.4534

Fax 914.666.5249

TownClerk@BedfordNY.gov