



City of Winfield Application for Temporary Entertainment District Alcohol or Cereal Malt Beverage Permit

Who may apply for a Temporary Permit?

When an individual or group files an Outdoor Community Event Application, it can be requested that the sale, possession and consumption of alcoholic liquor or cereal malt beverage (CMB) products be allowed in all or part of an area designated the event. In addition to the Outdoor Community Application, event organizers must submit to the City Clerk a Temporary Entertainment District Application requesting such designation and their desire to sell, possess and consume alcoholic liquor or cereal malt beverage (CMB) products on City streets, alleys, parking lots, and public sidewalks during the event.

Permit applications must be submitted to the Winfield City Clerk not less than 30 days prior to the event.

What are my responsibilities if I am issued a Temporary Permit?

The permit holder is responsible for all violations of the Club and Drinking Establishment Act; associated regulations (K.A.R. 14-23-01) or Cereal Malt Beverage Act; associated regulations (K.A.R. 41-2701 et seq.) and all other applicable city, county, state and federal laws. The permit holder or a designated person must be present at the event at all times. They will not allow anyone under the age of 21 to possess, purchase or consume alcoholic liquor or CMB and understand that administrative and/or criminal penalty may result from allowing anyone under the age of 21 to possess or consume alcoholic liquor or CMB. The Temporary Permit will be displayed in plain view at the event at all times with the name of the designated person of the organization who is in charge and with a diagram of the premises covered by the permit. Alcoholic Beverage Control agents or other law enforcement officers will not be denied immediate entry.

A temporary permit, once issued, cannot be transferred or assigned by the permit holder to another organization or individual.

Are there fees associated with this permit application?

The non-refundable fee for the temporary permit is \$25 per day. The permit will be issued for a period of time not to exceed three (3) consecutive days. The dates and hours that the temporary permit is valid will be specified on the permit. No more than four (4) temporary permits will be issued to any organization or person in a calendar year.

Applicants with approved Temporary Entertainment District (TED) applications will not allow the serving or consumption of alcoholic liquor or cereal malt beverage between the hours of 11:00 p.m. and 8:00 a.m., Sunday through Thursday and midnight to 8:00 a.m. on Friday and Saturday.

Where may I purchase alcoholic liquor or cereal malt beverage (CMB) to be sold at the event?

You may only purchase alcoholic liquor from a licensed Kansas Retailer who also possesses a Federal Wholesale Liquor Dealer permit or from a licensed Kansas Farm Winery. Cereal Malt Beverage must be purchased only from Kansas licensed beer distributors within the geographic area of the retailer's premises or the special event premises.

Application Instructions

1. Complete the applicant information
 2. Check Alcohol or CMB type
 3. Check the temporary permit length
 4. Complete detailed Security Plan
 5. Complete detailed Site Plan
 6. Complete Event Information
 7. Complete Purchase Information
 8. Read and understand Serving & Consumption Requirements
 9. Complete Background Qualifications
10. If you are the Permit Holder, print and sign your name on the form, enter birth date, application date and your SSN. Signature acknowledges agreement with terms & conditions of permit.
11. Return the completed permit form to the City Clerk at the address on the form with the correct payment. Payment must be a cashier's check from any bank within Kansas; cash; or a U.S. Postal Money Order.

You may direct your questions to the Winfield City Clerk, 200 E. 9th Ave. Winfield KS 67156, call 620-221-5500 or e-mail to: customerservice@winfieldks.org.

**City of Winfield Application
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APPLICANT INFORMATION:

Entity type: Corporation Individual Organization Partnership Other

Not more than four (4) Temporary Entertainment District (TED) Permits may be issued to any one applicant in a calendar year.

Have you previously applied for a TED Permit? **Yes** **Yes, I've had this many TED permits this calendar year:**
No

Applicant or
Organization Name:

Permit Holder:

Phone:

Email:

Address:

Designated On-Site Supervisor

On-Site Supervisor:

Date of Birth:

Phone:

Email:

ALCOHOLIC LIQUOR OR CEREAL MALT BEVERAGE TYPE TO BE DISPENSED:

Alcoholic Liquor : (Select 1 or more types)	Beer-Alcohol Beer	Wine-Alcohol Wine	Spirits-Alcohol Spirits
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State issued Temporary Liquor Permit must be received by City prior to approval of City Temporary Liquor Permit

Cereal Malt Beverage : (Select 1 or more types)	Beer-CMB Beer	Flavored-CMB Flavored
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Permit Length: (Not to exceed 3 consecutive days)	1-Day Permit \$25	2-Day Permit \$50	3-Day Permit \$75
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Means or method to be used to dispense or distribute the alcohol or CMB:

**City of Winfield Application
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DETAILED SECURITY PLAN:

Include any company and/or individual providing professional security services AND plan to prevent off-premise consumption and off-premise consumption by minors. **Additional pages may be attached.**

DETAILED SITE MAP:

Attach a complete drawing of the premises for which you are seeking approval. The diagram must include all entrance and exit points; description of the signage, barriers or maps which will designate the area in which cereal malt beverages or alcoholic beverages may be consumed, including the number, size and location of such signs and the exact location(s) of all sale/distribution booths. **Additional pages may be attached.**

EVENT INFORMATION: (you may have up to 3 consecutive days per permit)

Additional pages may be attached.

Event Location (List streets/ROW if to be included in event):

Purpose of this event:

Where alcohol proceeds will be allocated:

Will the entry into the event or Temporary Entertainment District be restricted to invited guests or open to the public?

Restricted
Open

Day 1 Date:

From Time (AM/PM):

To Time (AM/PM):

Day 2 Date:

From Time (AM/PM):

To Time (AM/PM):

Day 3 Date:

From Time (AM/PM)

To Time (AM/PM):

PURCHASE INFORMATION:

Alcohol

Kansas Retailer DBA Name

Kansas Retailer License No.

Retailer's Federal Wholesale Liquor Dealer Permit No.

Kansas Farm Winery DBA Name

Kansas Farm Winery License No.

Cereal Malt Beverage

Authorized Kansas Licensed Beer Distributor within Winfield Geographic Area

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ZONING CERTIFICATION:

No zoning, variance or temporary use request shall be necessary in the designated Temporary Entertainment District.

SERVING & CONSUMPTION REQUIREMENTS:

- (a) Alcoholic liquor or cereal malt beverages served at a community event or in a Temporary Entertainment District are to be served in distinctively different containers than those in which non-alcoholic drinks are served.
- (b) Alcoholic liquor or cereal malt beverages served at a community event or in a Temporary Entertainment District are not to be sold or served in pitchers, buckets or carafes and no person is to be served or allowed to purchase more than two alcoholic drinks at the same time.
- (c) Alcoholic liquor or cereal malt beverages shall not be served, sold or consumed in glass bottles, glass containers or glass vessels at a community event or in a Temporary Entertainment District.
- (d) If multiple alcoholic liquor or cereal malt beverage vendors or licensees are participating in a community event or Temporary Entertainment District, each vendor or licensee must serve their alcoholic liquor or cereal malt beverage in distinctive containers which identify such vendor or licensee.
- (e) It shall be unlawful for any person, at a community event or in a Temporary Entertainment District, to sell, serve or allow the consumption of alcoholic liquor or cereal malt beverages to or by any individual who is not wearing a wristband or other identifying device to indicate that the individual is the legal age for consumption of alcoholic liquor or cereal malt beverage.
- (f) It shall be unlawful for any person to possess or consume alcoholic liquor or cereal malt beverages at a community event or in a Temporary Entertainment District unless such person is wearing a wristband to indicate that such individual is the legal age for consumption of alcoholic liquor or cereal malt beverage.
- (g) It shall be unlawful for any person to distribute, sell or allow the consumption of any alcoholic liquor on the streets or sidewalks within a Temporary Entertainment District without obtaining the approval of the City Commission and any and all necessary state and local permits for the sale of such alcoholic liquor.
- (h) Persons will be allowed to drink or consume alcoholic liquor or cereal malt beverages in places to which the general public has access only upon the terms and conditions of this Article.

BACKGROUND QUALIFICATIONS: (Applies to yourself and any person in the sponsoring organization)

If the answer to any question is yes, provide explanation on a separate page and attach to your application.

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| 1. Have you or any person in the sponsoring organization had a license revoked or been convicted of a violation of the club and drinking establishment act or cereal malt beverage laws of Kansas? | Yes
No |
| 2. Have you or any person in the sponsoring organization been convicted of a felony under the laws of Kansas, or any other state, or the United States? | Yes
No |
| 3. Have you individually or the organization/corporation been issued a temporary permit within the calendar year? Please list permit dates below. | Yes
No |

List temporary permits received within this calendar year

- 4. A detailed security plan must be provided at the time of application. Any company and/or individual providing professional security services must be approved by the Winfield Police Department.
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INSURANCE:

The permit holder must obtain minimum insurance for the event. The permit holder shall procure and maintain in full force and effect during the term of the permit a policy of insurance from an insurance company authorized to do business in the State of Kansas, which policy includes the City of Winfield, its officers and agents, as named insureds and which provides general liability coverage in an amount not less than \$500,000.00 per occurrence and a minimum of \$50,000.00 property damage coverage. Proof of insurance shall be submitted to the City prior to the issuance of the permit and maintenance of this insurance shall be a condition of the permit.

AGREEMENT:

The above named applicant or organization, does hereby make application for a Temporary Entertainment District alcoholic liquor or cereal malt beverage permit to sell alcoholic liquor or cereal malt beverage on the specified date(s) and location(s). In making this application, the above named applicant agrees that:

1. The applicant has secured a temporary liquor permit issued by the Kansas Division of Alcoholic Beverage Control.
2. This local temporary permit application must be submitted to the Winfield City Clerk at least thirty (30) days prior to the event.
3. The completed local temporary permit application will be presented to the Winfield City Commission. Only the Winfield City Commission can authorize the temporary sale of alcoholic liquor or cereal malt beverage in Temporary Entertainment Districts.
4. The applicant will comply with applicable local and state laws relating to the sale, possession, consumption and use of alcoholic liquor or cereal malt beverage.
5. The applicant will display in plain view the temporary permit at the event with the name of the agent of the organization who is in charge of the event.
6. Serving, mixing, or consumption of alcoholic liquor is not allowed between the hours of 11:00 p.m. and 8:00 a.m., Sunday through Thursday and midnight to 8:00 a.m. on Friday and Saturday for any period for which a temporary permit has been issued. Alcoholic beverages purchased from the permit holder cannot be removed from the permitted premises.
7. No person under 21 years of age shall obtain, use, consume or be served any alcoholic liquor or cereal malt beverage.
8. Any anticipated need for additional police, fire or other municipal services must be made with the local application.
9. Alcohol Beverage Control or other law enforcement offices will be allowed immediate entry to the event to inspect the premises for compliance of the permit and state and/or local ordinances.

Date of Application

Permit Holder (Print Name)

Social Security Number (SSN)

Date of Birth

Permit Holder (Signature)

For City of Winfield Office Use Only

The following items must be completed before a temporary permit can be issued: (Check when completed)

1. State of KS liquor permit is attached ____
2. Approval for issuance has been received from:
Community Development ____
Police Chief ____
Fire Chief ____
3. Permit fee received: Receipt # _____
of days covered for this permit _____
of permits issued this calendar year _____
4. Commission approval-Resolution # _____
5. Copy of permit provided to:
Police Chief ____
Fire Chief ____