



Hamilton County Parks and Recreation Alcohol Policy for Osprey Pointe Pavilion Renters

Hamilton County Parks & Recreation department (HCP&R) Requires the following:

1. Documentation: All documentation will need to be submitted to the Executive Assistant coordinator 10 business days prior to your scheduled event.

(a) You will need to acquire a copy of a Certificate of Liability Insurance for your event. This can be obtained through websites like <https://www.theeventhelper.com/> or your homeowners insurance, if they provide it. (This can range from \$50-150 depending on the event/website). It must be for one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) in the annual aggregate. We will need a copy of this insurance no less than 10 business days before your event.

Our facility must be listed on the insurance as the following:

Hamilton County Parks and Recreation
400 Lafayette Road
Noblesville, IN 46060

You will need to provide HCP&R with either a Temporary Beer & Wine Permit or a Catering Company's supplemental permit 10 business days prior to your scheduled event.

(b) Catered or Served Beer and Wine ONLY; If a caterer or bartender is serving Beer & Wine ONLY, you are required to:

Apply for the Temporary Beer & Wine permit through the Alcohol and Tobacco Commission. (Directions are on the application that you can find at <https://www.in.gov/atc/2409.htm>. The permit costs \$50 by money order or cashier's check, they will not accept a personal check or cash). You will have to get the Hamilton County's Sheriff or Chief of Police to sign the application on the back before you send it in. You do not need the Mayor's signature:

Hamilton County Sheriff's Department
18100 Cumberland Road
Noblesville, IN 46060
Phone: (317) 773-1872

Once the form is signed and completed send it to the Alcohol & Tobacco Commission, they will review it and if approved, mail it back with a stamp of approval. Once you have received this approval you will need to submit to HCP&R no less than 10 business days before your event. Your permit must be on display at your event per the Alcohol and Tobacco Commission.

Beer and wine that is served by a caterer or bartender a fully licensed approved bar service and have all current documentation from the State (we will need a copy of all licenses). If having a bartender, they must stay at the bar area for the entire event and may not leave under any circumstances. The beer & wine may not be opened or touched by anyone other than the bartender or the renter serving. Any



opened Beer & Wine will need to be disposed of before vacating the HCP&R property. The only alcohol you may take off the premises will be unopened and sealed.

(c) Liquor is not allowed in HCP&R facilities.

2. Security

Security personnel is required and shall be provided by HCP&R in conjunction with the Hamilton County Sheriff's Department. Security shall be on-site for all events with alcohol service. Security reserves the right to remove any intoxicated or disorderly patrons from the Facility.

THE RENTERS' AND THEIR GUESTS FAILURE TO FULLY COMPLY WITH HAMILTON COUNTY PARKS & RECREATION ALCOHOL POLICY CONSTITUTES A MATERIAL BREACH. THEREFORE; DISCHARGES ALL OBLIGATIONS ON THE PART OF HAMILTON COUNTY PARKS AND RECREATION AND RENTER MAY BE CHARGED IF DAMAGES ARE DONE. HCP&R STAFF RESERVES THE RIGHT TO REMOVE ANY PERSON THAT VIOLATES THE ABOVE WRITTEN ALCOHOL POLICY.

THIS ALCOHOL POLICY WAS DEVELOPED IN ACCORDANCE WITH IC 7.1-3-6-3.8 AND IC 7.1-3-16-5 OF THE INDIANA CODE.