

TO: James L. App, City Manager
FROM: Dennis Cassidy, Police Chief; Barbara Partridge, Dir. Library & Recreation Services
SUBJECT: Updated Alcohol Permit Process
DATE: April 19, 2005

Needs: For the City Council to consider approving recommended updates regarding the issuance of alcohol permits for events on City property.

Facts:

1. The City has a written policy (attachment) governing the use of its facilities.
2. The policy as written addresses fees for facility rental, equipment and services costs, liability insurance requirements, alcohol permits and security standards.
3. Increased use of City facilities, both indoors and out, has resulted in an increase in the number of alcohol permit applications and required staff time, as well as exposure to liabilities as it relates to alcohol use and permit approvals.
4. In order to be more comprehensive and consistent, the policy needs to address the following:
 - a. Include a minimum \$25 application fee for alcohol use permits. Currently, there is no fee charged.
 - b. Under Equipment and Services, #4 should read "The City's standard for on-site security is based on the following security to attendance ratios: 1 security person per 50 attendees (policy attached).
 - c. Indicate in the policy that all requirements must be met regardless of the location of the event, indoors or outdoors.

**Analysis
and**

Conclusion: The City's Use of Facility policy needs to be updated based on current facility use patterns. Updates are limited to the number of security personnel required, and the payment of an alcohol permit application fee. Revised requirements have been recommended for that purpose.

Policy

Reference: Library and Recreation Services Use of Facility policy.

Fiscal

Impact: Potential revenue increases with the approval of an alcohol permit fee.

Options:

- a. Approve requested changes as stated in Fact #4.
- b. Amend, modify, or reject above option.

Attachments:

1. Use of Facility policy

Protective Services / Security Guard List

This is a list of Security Services that have agreed to the terms and conditions requested by the City of Paso Robles. In order to utilize our facilities, you may need to hire outside security.

Bomar Security & Investigations

526 E. Chapel Street
Santa Maria, CA 93454
(805) 544-0185 1-800-549-6006 FAX (805) 928-1114
Warren Carlson - Area Supervisor

Condor Security Service

PO Box 717
Pismo Beach, CA 93448
(805) 474-9779 FAX (805) 489-1912
Kathleen Anderson – C.E.O

In House Security

PO Box 1884
Paso Robles, CA 93447
(805) 238-7728
Grant G. Withey - Owner

R. Stanley Security Service, Inc.

122 Chester Avenue
Bakersfield, CA 93301
(805) 239-4279
Charles Thompson

San Luis Security

7930 Santa Rosa Road
Atascadero, CA 93422
(805) 466-8016
Jerrie Dahlen - Representative
Ken (pager #) 227-8299

Silent Alarm Security

PO Box 2514
Atascadero CA 93423
(805) 464-0459
Mark Stickley, Owner
silent-alarm@sbcglobal.net

City of Paso Robles

FEE SCHEDULE GOVERNING THE USE OF CITY FACILITIES

Name of Facility

<i>600 Nickerson Drive</i>	Non-Profit Normal Hours	Profit/Private Normal Hours	Non-Profit After Hours	Profit/Private After Hours
CENTENNIAL PARK				
Banquet Room	\$5/hr	\$30/hr	\$25/hr	\$45/hr
Banquet Room/Kitchen	\$5/hr	\$35/hr	\$35/hr	\$50/hr
includes BBQ area				
Banquet Room decoration	4 hours	4 hours	4 hours	4 hours
set-up and clean-up				
Kitchen	\$5/hr	\$15/hr	\$15/hr	\$30/hr
Live-Oak Room	\$5/per meeting	\$20/hr	\$15/hr	\$30/hr
White-Oak Room	\$5/per meeting	\$20/hr	\$15/hr	\$30/hr

Normal Hours are Monday - Friday 8a - 10p (except Holidays & Weekends)

LIBRARY

Conference Center	\$60/hr + \$250 deposit	1000 Spring Street
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PARKS

Barney Schwartz Pavilion	1-4 hours \$52 + \$60 deposit	2970 Union Road
(4 pavilion areas, 3 include BBQ's)	4+ hours \$77 + \$60 deposit	
Centennial Park Group BBQ	\$10/hr	600 Nickerson Drive
City Park Gazebo	\$10/hr	11th & Park Street
City Park Group BBQ	\$10/hr + \$60 deposit	11th & Park Street
Pioneer Park BBQ	\$10/hr + \$60 deposit	19th & Riverside Avenue
Sherwood Park BBQ	\$10/hr + \$60 deposit	1860 Creston Road

POOLS

Centennial Pool	\$50/hr + \$15/hr per lifeguard	600 Nickerson Drive
Municipal Pool	\$50/hr + \$15/hr per lifeguard	530-28th Street
Indoor Pool	\$50/hr + \$15/hr per lifeguard	530-28th Street

SENIOR CENTER

Additional charges apply to weekends and/or past 10pm on weekdays.

Multi-purpose/kitchen	\$82/hr + \$250 deposit	270 Scott Street
Lounge	\$50/hr + \$100 deposit	
BBQ	\$10/hr + \$25 deposit	

City of Paso Robles
Department of Library and Recreation Services

600 Nickerson Drive, Paso Robles CA 93446 - (805) 237-3991- FAX (805) 237-6424

EQUIPMENT AND SERVICES

Set-up and breakdown of Tables and Chairs:

1-99	people	\$60
100-222	people	\$80

Use of Table Service (dishes) for:

1-99	people	\$15
100-199	people	\$20
200+	people	\$25

Piano	\$15
Stage	\$15

DAMAGE DEPOSIT:

With Alcohol Permit	\$300 (refundable)	Without Alcohol Permit	\$200 (refundable)
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- 1 Above fee schedule **DOES NOT** include the cost for City staff at \$15/hour. City staff is on duty and paid from the time of set-up until the breakdown close of event.
- 2 There is a \$100 fee for clean-up service, made payable to:
Janitorial Services
- 3 The City requires the permittee to provide a Public Liability Policy which consists of bodily injury and property damage, for **not less than \$1,000,000 coverage**. On your insurance form, the City of Paso Robles needs to be named as an additional insured.

Liability insurance requirements are:

\$2,000,000	General Aggregate Limit
\$1,000,000	Products/Completed Operation Aggregate (Food Products Only)
\$1,000,000	Personal and Advertising Injury
\$1,000,000	Each Occurrence
\$50,000	Fire Damage
\$5,000	Medical Expense

All aggregates apply separately to each event. A copy of insurance waiver must be on file ten days prior to event.

- 4 The City's standards for hiring security is based on the following quantities at a fixed fee, based on attendance. 2 /100 people, 3/125 people, 4/200 people, 6/300-350.

If you have questions or concerns regarding your use of a City facility, please call me at the Department of Library and Recreation Services (805) 237-3991. If you would like to visit our facilities, please call for an appointment and I will be glad to give you a tour of our facilities.

Sharon Cullors, Facilities Coordinator 03-02-04

Liability Insurance Information

The City requires the permittee to provide a Public Liability Policy which consists of bodily injury and property damage, for not less than \$1,000,000 coverage. Liability insurance is available through the City of Paso Robles, the fee chart is included below. If your event is not included on the chart, please check with office staff.

Attendance	1-100	101-500	501-1500	1501-3000	3001-5000	5000+	
Class I Premium	\$83.32	\$116.15	\$174.22	\$225.98	\$342.13	TBD	
Alcoholic Beverages served charge \$65.65 premium for each day of event of Class I only.							
1	Awards presentations Banquets Business meetings Charity Benefits Dance Shows	Graduations Ladies Club Events Lectures Luncheons Meetings (indoor)	Plays Proms Seminars Weddings & Receptions				

Attendance	1-100	101-500	501-1500	1501-3000	3001-5000	5000+
Class II Premium	\$122.46	\$213.36	\$252.50	\$420.41	\$536.56	TBD
Alcoholic Beverages on Class II and III events require prior company approval.						
2	*Block Parties *Corporate Events (with liquor) Dances and Parties Jam & Jazz Sessions Marathons (walking, running, etc.)	Meetings (Outdoors) *Quinceneras Religious Assemblies Reunions	* Requires prior company approval			

Attendance	1-100	101-500	501-1500	1501-3000	3001-5000	5000+
Class III Premium	\$194.42	\$342.13	\$451.97	\$710.78	\$872.38	TBD
Alcoholic Beverages on Class II and III events require prior company approval.						
3	Arcades Country Western Events *Picnic Grounds w/ Pools or Lakes Rock Concerts Union Meetings	Zoos	* Requires prior company approval			

Rates include taxes and fees.

Rates are applicable per day.

Driver Alliant Insurance Services offers Special Event insurance through the City of Paso Robles.



City of Paso Robles Department of Library and Recreation Services

600 Nickerson Drive – Paso Robles, CA 93446 – (805) 237-3988

APPLICATION FOR USE OF ALCOHOLIC BEVERAGES IN/AROUND FACILITIES

Please read the City of Paso Robles policies and procedures on the Use of Facility Application before filling out this application. (Type or use black ink only.) This form must be submitted no later than two weeks prior to your event.

Date applied: _____

Organization name: _____

Name of applicant: _____ (Must be at least 21 years of age.)

Address: _____ City: _____ Zip: _____

Telephone (home): _____ (work): _____

Has your organization ever applied for an alcoholic beverage permit before? _____

If yes, when: _____

Park/Facility/Public place requested: _____

Type of function: _____ Date: _____

Estimated Attendance: _____ From: _____ am/pm To: _____ am/pm

Type of alcohol to be served: _____
(beer, wine, champagne, hard liquor)

Method of distribution: _____
(sold, catered, provided by applicant/participants)

If sold or catered, by whom? _____

If sold, persons MUST obtain State of California ABC License and City of Paso Robles Business License. Please note that 10% of gross income will be assessed by the City of Paso Robles. Security personnel MAY be required as determined by the Chief of Police. The person to whom this permit is issued must be present at all times during the hours of the function and shall be the person responsible for the conduct of persons attending the function.

I understand that approval of this request is contingent upon our observance and enforcement of any and all rules and regulations of the City as well as those of the Alcoholic Beverage Control Board pertaining to the serving of alcoholic beverages, and hereby agree to accept full responsibility for observance and enforcement of such rules and regulations.

Signature of applicant: _____ Date: _____

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By: _____ Date: _____
Director of Library and Recreation Services

By: _____ Date: _____
Chief of Police
Approved _____ Denied _____

Security Personnel required? _____ If yes, number needed: _____

NOTE: THIS IS NOT A PERMIT TO SELL LIQUOR