



# City of Palo Alto

## Parks Alcohol Use Permit

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Company/Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Location: \_\_\_\_\_

Number of people expected: \_\_\_\_\_

Are you selling alcohol?: Yes  No

If yes, will an Alcoholic Beverage Control License be purchased? Yes  No

**Insurance\* can be purchased through any event insurance broker of your choosing, or you may add the City of Palo Alto on to your existing homeowners policy. If you are unsure of where to procure an insurance policy, you may use: <http://www.eventinsure.com/>**

**\*INSURANCE REQUIREMENT:** It is required that you file a certificate of insurance with this office stating that the event is covered for a minimum of \$1,000,000 of public liability insurance and names the City of Palo Alto as an additional insured (the address of the park can be the location address listed on your insurance policy).

Under the Palo Alto Municipal Code, the use of alcohol is allowed at Mitchell Park (22.04.337) and Rinconada Park (22.04.336), provided an alcohol use permit is issued by the City of Palo Alto.

Under the Palo Alto Municipal Code, the use of alcohol is prohibited at Heritage Park (22.04.342) and Eleanor Pardee Park (22.04.343); unless alcohol use is allowed by special permit granted by the Community Services Director, per Palo Alto Municipal Code 22.04.342(b) and 22.04.343(b), respectively. An additional \$50 fee is required for the special use permit at Heritage and Eleanor Pardee Parks. Under the Palo Alto Municipal Code, the use of alcohol is prohibited at Boulware Park (22.04.333), Cogswell Plaza (22.04.330), Johnson Park (22.04.332), El Palo Alto (22.04.341), Hopkins Park (22.04.339), Greer Park (22.04.335), Lytton Plaza (22.04.331), Robles Park (22.04.338), and Scott Park (22.04.334).

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Director of Community Services (or designee)*

To submit this form, you may e-mail it to [CSD@CityofPaloAlto.org](mailto:CSD@CityofPaloAlto.org), bring it in person to Mitchell Park Community Center or Lucie Stern

Community Center, or mail it to:

Lucie Stern Community Center

ATTN: Front Desk

1305 Middlefield Rd.

Palo Alto, CA 94301