

City of Douglas Alcohol Safety Checklist

This safety checklist is provided in order to clearly define the requirements of the City of Douglas as the local licensing authority for alcohol. As a permit holder, you are given the unique opportunity to sell a highly-regulated product for which you are asked to perform in a reasonable manner. While the City supports and encourages events on public property, a balance must be maintained in order to help protect public health and safety as well as minimize liability for both the City and the permit holder. Our goals are to ensure that public health and safety needs are met; that public events can be held; and that the process and requirements are realistic and judicious. These requirements are authorized per W.S. 12-4-101 and Title 5.16 of Douglas Municipal Code. **Please note that if the requirements listed below are not met, a One-day permit can be rescinded and the sale of alcohol prohibited.**

REQUIREMENTS

1. Event staff and/or volunteers shall check the ID of any individual wishing to purchase and/or consume alcohol, and shall identify him or her with a wrist band or other approved means of identification that cannot be transferred from one person to another.
2. **Alcohol consumption shall only be allowed in a designated area(s) which will be enclosed as required with the dispensing area further identified and enclosed.** A map/drawing will be required as a part of the permit application clearly showing these areas. The map/drawing will be included when the permit is issued. *The intent is to show clearly defined visual/physical areas where alcohol can be dispensed/consumed.*
 - The exception to this requirement may be an open container permit for consumption only in City parks for non-public events. Any sale of alcohol, however, rescinds this exemption.
3. Any **dispensing** area, if required in addition to the enclosed consumption area, must be designated with signage stating that no one under the age of 21 years shall be allowed within the area, and staff must be 21 years of age or older who work inside the dispensing area.
4. Any **consumption** area will be further designated with signage to include "No alcohol beyond this point" or other such signage as required.
 - Failure to enclose a consumption and/or dispensing area as required could result in denial of future permit applications as well as potential fines for event staff and/or patrons who violate Douglas Municipal Code regarding open containers.
5. Alcohol server training certification is required for retail liquor licensees obtaining a catering permit per Title 5.16 of Douglas Municipal Code.
6. Alcohol server training certification is also required for the permit holder of a malt beverage permit. Go to the Wyoming Liquor Division website at <http://eliquor.wyoming.gov> and choose from one of the state-approved alcohol server education courses, or come to the City Clerk's office to view a copy of a 15-minute training video.
7. Event staff shall not consume alcohol during the event.
8. The final approved permit shall be posted prominently in permit areas.
9. Alcohol sales will be restricted to limited hours during the event as stated on the approved permit.

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10. Alcohol will be served in plastic containers; no glass containers will be allowed.
11. No price discounting on alcohol (e.g. "Buy 2, get 1 Free" promotions, etc.).
12. Monitor grounds for suspicious activities and report to local law enforcement as needed. The City may require security staff if deemed necessary. Staff and volunteers will contact the Douglas Police Department immediately if the following incidents should occur:
 - An underage person (under 21 years old) attempts to purchase or consume alcohol;
 - A physical fight, threatening behavior or other violence occurs at the event. This includes inside and outside the consumption and dispensing areas.
 - Any other disruptive behavior or incident that could affect the health and safety of others.

RECOMMENDATIONS & SUGGESTIONS

1. Use an ID scanner if available.
 - There is typically an ID scanner available for loan (at no cost) at City Hall, City Clerk's office.
2. Limit service to two drinks at a time to any one person.
3. Require all event staff to be alcohol server certified. *This is already a requirement for catering permits (retail liquor licensees) as a part of the annual license renewal process.*
4. Do not serve obviously intoxicated individuals.
5. Offer non-alcoholic beverages as prominently as alcoholic beverages.
6. Offer food/snacks; a variety of food and drink vendors may also be on site, if previously approved.
7. Display responsible drinking signage, such as "Gotta DD?" throughout the event area to discourage drinking and driving and underage drinking.
8. Maintain an accurate incident log.
9. Hold a mandatory event staff meeting to explain policies and procedures.
10. Provide copies of event policies to all event staff and submit policies with application.
11. Require manager(s) on duty to be present at all times during the event.
12. Limit or prohibit alcohol brand sponsorship and promotion.
13. Hire/provide adequate security; this may be a requirement of the City for the event.
14. Obtain liquor liability insurance; this may be a requirement of the City for the event.
15. Stop alcohol service at least one-half hour before event closing.

Contact Chaz Schumacher, City Clerk, if you have any questions or concerns: 307-358-3462,
cschumacher@cityofdouglas.org ; 101 N. 4th Street, Douglas, WY

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