

# RULES & PROCEDURES FOR SERVING ALCOHOL AT NKC PARKS AND RECREATION CENTER

1201 Clark Ferguson Drive  
North Kansas City, MO 64116  
816.300.0545  
www.nkc.org



Only parties that rent the North Kansas City Parks & Recreation Center (the Center) will be allowed to have a licensed caterer serve alcohol inside the facility between the hours of 1:00pm-11:00pm.

Only beer and wine will be sold. Alcohol will only be served to those 21 years and older. North Kansas City Parks & Recreation Department (NKCPRD) will follow all state and city regulations for the serving of alcohol inside their facility. All necessary local and state permits will be obtained by the caterer.

Rental Parties will provide two security officers who are required to be present for the duration of the event, plus 30 minutes prior to and after the event rental.

Alcohol may not leave the premise of the Center and must remain in the designated areas.

## **The approval procedure for the selected caterer/vendor shall be as follows:**

- a. The caterer/vendor shall supply NKCPRD a copy of their current liquor license. The licensed vendor must have an existing Retail Liquor by the Drink License and/or Sunday license if the event falls on a Sunday.
- b. The caterer/vendor will apply with the State of Missouri for a Temporary Caterer's Permit. The Temporary Caterer's Permit Checklist and Caterers Application can be obtained at [www.atc.dps.mo.gov](http://www.atc.dps.mo.gov) on the right side of the page.
- c. Once approved by the State of Missouri, the vendor will apply for their NKC Temporary Caterer's Permit, which can be found at [www.nkc.org](http://www.nkc.org) under the Permits and Applications page.
- d. The vendor will submit their application for the NKC Temporary Caterer's Permit and a copy of their Temporary Caterer license from the State of Missouri to the City's Director of Liquor Control for approval.
- e. The vendor will remit to the City a fee of \$10 per day for the licensed event to cover the city's costs to process the application.
- f. All bartenders who are serving alcohol must have a Servers License, which can be obtained at City Hall or the Police Department on Thursdays.
- g. The caterer/vendor or NKCPRD will provide all necessary equipment, furnishings, and materials to serve alcohol. All permits must be prominently posted during the event.

Beverage servers/sellers must refuse service/sale to anyone who appears to be intoxicated or under the age of 21. Providing alcohol to anyone under the age of 21 is illegal and is subject to criminal enforcement. Proof of age must be required for anyone who appears to be 40 years of age or younger. Acceptable forms of identification are Driver's License, Military I.D., and must include date of birth, physical description and photograph.

Security guards will observe guests for signs of intoxication, and will not allow a guest who exhibits signs of intoxication to be served additional alcohol.

Alcohol may only be served during the approved permit time span for the event.

Alcohol may only be served in plastic; no glass is permitted.

Contracted vendor is responsible for cleaning of litter and other materials during and after the event.

**I have read, understand and will abide by the above rules and procedures.**

Renter Signature \_\_\_\_\_ Date \_\_\_\_\_