



Facility Alcohol Permit
for Beer, Wine & Liquor

Renter Name _____ Renter Phone _____

Address _____

Renter Email _____

Facility Reserved _____

Date of Reservation _____ Start Time _____ End Time _____

Alcohol Serving Start Time _____ Last Call Time* _____

*Remember to allow enough time for clean-up when considering your last call time.

Security officer must arrive 30 minutes before the start of service and remain onsite until 30 minutes after the last call.

Security Start Time (half hour before serving start time): _____ Security End Time (half hour after last call): _____

Number of officers needed: _____ x Hourly fee \$40.00 x # Hours needed _____ = _____ Amount due

Up to 200 people = 1 officer, *200 to 300 people = 2 officers, *300 or more people = 3 officers

(*Maximum capacity: Thompson Barn = 200; Community Center MPR = 400; Senior Center = 100)

The applicant understands and agrees as follows:

- Alcohol cannot be consumed without a Lenexa Police Officer present. Please inform your family members and guests of this policy.
Payment for security is due at the beginning of the rental and is given directly to the security officer(s) in the form of cash.
Cancellation of a security officer must be made 2 business days prior to event. Renter will be responsible for two hours of pay to each scheduled security officer if cancellation is made less than 2 business days prior to the event.
The \$100.00 Alcohol Permit fee is due 60 days prior to rental date. Lenexa staff will schedule the officer for your event.
Renter is personally responsible for the conduct of guests, vendors, and all aspects of the event.
All persons in attendance must comply with all City, State and County laws regarding serving alcohol.
No alcohol is permitted outside the building (except on the front patio of the Thompson Barn).
This permit does not authorize the sale of alcohol. No person shall sell alcohol at the rented facility without first obtaining any and all necessary permits authorizing such sale from the Kansas Division of Alcoholic Beverage Control.

I have read the foregoing and agree to abide by all applicable laws, ordinances, rules and regulations of the Lenexa Parks and Recreation Department and the City of Lenexa.

Signature of Applicant _____

Date _____

In order to book security for your event, please return this Alcohol Permit to Lenexa Parks and Recreation: email parksandrec@lenexa.com or fax 913-477-7151 at least 60 days prior to your event.