

Alcohol Permit Application Form

Douglas County Maintenance

Fairgrounds Management

1930 Harper St, Lawrence, KS 66046

dgcoks.gov/maintenance/contact



For use in Douglas County, Kansas

Reservation Number

Submittal Date

- *A completed application, a copy of Driver's License and fee must be submitted a minimum of 28 days prior to the event date.*
- *Only those individuals and entities identified in the event permit are authorized to serve or provide alcoholic liquor, wine, beer, or cereal malt beverages at the Fairgrounds premises.*

Applicant Information

Name

Organization Name

Street Address

City

State

Zip

Telephone Number

Alt Phone Number

Email Address

Event Information

Event Date Start

To

Requested Location

Description of Event

Estimated Attendance

Public Event

Private Event

A Fairgrounds Rental Agreement must be completed and approved by Fairgrounds Management before a permit will be processed.

Agreement

Once you are issued an event permit, this authorization is solely for serving, consuming, possessing, and/or carrying alcohol and does not allow for the sale of alcohol.

- Once you have an event permit, alcoholic liquor (ex: rum, whiskey), wine, beer, and cereal malt beverages (ex: 3.2% beer) shall only be served, consumed, possessed, or carried upon those areas of the Fairgrounds premises as designated in the event permit.
- Unless otherwise stated in an event permit, alcoholic liquor, wine, beer, and cereal malt beverages may only be served, consumed, possessed, or carried upon the designated areas of the Fairgrounds between the hours of 11:00 a.m. and 11:30 p.m. on Fridays and Saturdays and 11:00 a.m. and 9:30 p.m. on Sundays through Thursdays. All alcoholic liquor, wine, beer, and cereal malt beverages must be removed from public view and not available for consumption during all other times.
- Anyone serving, consuming, possessing, or carrying alcoholic liquor, wine, beer, or cereal malt beverage on the Fairgrounds premises must comply with all applicable state and local laws.
- Understand that only those individuals and entities identified in the event permit are authorized to serve or provide alcoholic liquor, wine, beer, or cereal malt beverages at the Fairgrounds premises. Violation of this policy will result in forfeiture of rental fee, damage deposit and immediate closure of the event.
- Prohibitions:
 - Alcoholic liquor, wine, beer, and cereal malt beverages are PROHIBITED on the Fairgrounds premises during events given or hosted for persons under 21 years of age. Misrepresenting the nature of the event could result in closing the event and forfeiture of all fees.
 - Alcoholic liquor, wine, beer, and cereal malt beverages are PROHIBITED on the Fairgrounds premises during the Douglas County Fair or any 4-H event.
- The County Administrator or their designee reserves the right to deny any event permit.

Applicant Signature

Signature Date

To Submit Form

Email fairgrounds@dgcoks.gov

Mail: To address shown at the top of the form

Office Use Only

Registration Checklist and Approval

Section A Completed

Section B Completed

\$50.00 Permit Fee Collected

Approved Rental Agreement

Reviewed by Fairgrounds Management

County Administrator Approval

Review Comments: (Comments that extend to a separate page are incorporated into approval)

Fairgrounds Management Signature

Date

County Administrator Signature

Date

Conditions of Approval