



## **CITY OF LAKE STEVENS ALCOHOL AT EVENTS POLICY**

### **Overview**

City-managed rental facilities and parks are available for public use. Events intending to serve alcohol must obtain the appropriate permits and comply with the following City requirements.

- An alcohol permit must be obtained from the [Washington State Liquor and Cannabis Board](#) (WSLCB) at least 45 days prior to the event.
- A copy of the approved permit (including businesses using Caterers Licenses) must be submitted to the City no later than 30 days before the event.
- Failure to submit the permit by the deadline will result in denial of alcohol service approval.
- If alcohol is served without City approval, the event will be shut down and/or the City Event Permit will be revoked.
- A copy of the alcohol permit must be posted in the service area for the duration of the event.

### **Insurance Requirements**

All events serving alcohol must provide:

- Commercial General Liability (CGL) insurance with limits of \$1 million per occurrence / \$2 million aggregate, including completed operations coverage.
- An Alcohol/Liquor Liability endorsement of \$1 million.
- The City of Lake Stevens, its officers, employees, officials, and volunteers must be named as additional insured.
- Insurance must be in the name of the renter or the licensed alcohol service provider.

### **Service Requirements**

Violations of the following requirements will result in immediate revocation of permits and event shutdown without refund.

#### ***Alcohol Service in City Recreation Facilities***

- Allowed permits: Banquet Permit, Caterers License, or Special Occasion License.
- Alcohol must be served and consumed inside The Mill only.
- Alcohol is not allowed under the Outdoor Plaza overhang, or any portion of the park.
- If doors are open, access to the outside must be restricted with physical barriers.
- Barriers must remain completely clear — no people, objects, or equipment should be leaning on, or placed against them at any time.
- Alcohol may only be served to event attendees.
- If spirits are served:
  - Substantial food must be available.
  - Servers must hold a valid MAST Class 12 or 13 permit.

#### ***Alcohol Service in Public Outdoor Spaces***

- Allowed permits: Special Occasion License or Caterers License.
- A City Event Permit is also required.
- Only beer, wine, and champagne may be served. Serving spirits will result in immediate event termination without refund.
- The permittee or designated event coordinator must always be onsite.
- Alcohol must be served in a designated, enclosed area (e.g., tent or fenced space).

- Barriers must be at least 42 inches high and may include chain-link, picket, or safety fencing.
- Fence lines must remain clear of people and objects.
- Attendees must exit the alcohol area to interact with others outside.
- Security staff are required at a ratio of 1:200 attendees:
  - The first may be from a licensed private company.
  - Additional security must be provided by the Lake Stevens Police Department.
- All alcohol area entrances/exits must:
  - Be staffed
  - Display “No one under 21 years of age allowed” signage
- Permittee, staff, and servers may not consume alcohol or be under the influence while on duty.
- The permittee may be stationed inside the bar area only if the entire alcohol service area is visible and monitored.
- A transportation plan should be in place for attendees.
- Provide free water and at least two food options:
  - Events under 100 attendees may offer pre-packaged items.
  - Events over 100 attendees must provide two substantial food items.

**Alcohol Service Standards for Public Events, regardless of venue (in addition to requirements for City Recreation Facility or Public Outdoor spaces)**

- All servers must be 21+
- All servers must hold a valid MAST Class 12 permit.
  - Not-for-profit organizations may use volunteer servers under the direct supervision of a MAST Class 12 permit holder. The supervisor must provide training to volunteers prior to their shift.
- IDs must be checked for anyone who appears 30 years or younger.
- Serving limits:
  - 12 oz for beer
  - 5 oz for wine
  - 1.25 oz for spirits
- Only allow two servings per person per purchase
- Use distinct cups for alcoholic beverages.
- Alcohol may not be served to intoxicated individuals.
- A responsible service plan must be in place to prevent over-service.
- Alcohol service must end at least 45 minutes before the event concludes.

**Definitions**

**Beer:** As defined by the WSLCB, beer includes any malt beverage, flavored malt beverage, or malt liquor.

**Wine:** Any fermented beverage made from grapes or other fruits.

**Spirits:** All alcoholic beverages that are not beer, wine, or malt liquor.

**Substantial Food:** Prepared or cooked onsite and considered a main course or entrée.

**MAST** (Mandatory Alcohol Server Training):

Class 12: For servers 21+, valid for 5 years

Class 13: For servers 18–20, valid for 5 years

**City Recreation Facilities:** Buildings primarily used for recreation or rentals.

**Public Outdoor Spaces:** Open-air areas such as streets, parks, and green spaces.

**Public Events:** Events with open attendance, ticket sales, or public promotion.

**Private Events:** Events limited to invited guests or members only.