



One Community Around the Lake

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.