

	Procedure Title: Public Alcoholic Beverage Use on Park Authority Property	References: CAPRA Standard: Park Board Policy: County: State/Federal: Other:	
To:	Approved by:	Responsible Office: New: Yes or No Last Amended: Last Reviewed:	
	Title: Date:		
Initiated by:	Effective Date:	# of pages:	

A. Purpose: To provide staff guidelines to protect the safety of park visitors at events and activities that involve alcoholic beverages on park lands and at park facilities.

- **Description:** The Fairfax County Park Authority (Park Authority) Alcoholic Beverage Use Application process provides authorization for consumption of alcohol in accordance with State and County law and Park Authority Rules and Regulations to groups or individuals who have fulfilled all contractual obligations for facility rentals. Alcoholic beverages are prohibited in all parks and recreation areas unless the use consumption or possession of alcoholic beverages on Park Authority property are part of a Park Authority program or an approved use pursuant to a permit issued by the Park Authority and implemented in accordance with the Virginia Alcoholic Beverages Control (VABC) Act.

B. Process:

General Guidelines

- All use of alcoholic beverages on park property must be approved in advance through an Alcoholic Beverage Use Request application and process.
- All Alcoholic Beverage Use Permits must be in association with a facility use rental agreement.
- Alcoholic beverages will only be approved in designated areas as listed on the Parks and Facilities Listing or as approved in advance by the Park Authority Director.
 - There are many facilities within parks that could attract events that may request the use of alcohol that may not be specifically listed in the Parks and Facilities Listing. On a case by case basis, the site managers will assess requests for parks and facilities not listed, considering such things as mission alignment, park location, capacity, buffer areas, presence of pre-existing potential inherent dangers, proximity to other programs, culturally or naturally sensitive areas, vehicular related items such as parking egress access, availability of public transportation, and site layout related to flow of traffic, as well as the availability of restrooms, utilities and staffing.

- The event host or sponsor must be the applicant responsible for acquiring related Park Authority permits and VABC licenses, must be 21 years of age and must be present during the event or activity.
- Persons under 21 years of age may not purchase, possess, or consume any alcoholic beverages, nor may such alcoholic beverages be purchased for or served to them.
- Applicants may be required to obtain additional liquor liability insurance depending upon the event and/or related activities (see Alcohol Beverage Use Insurance Decision Tree). Insurance must indemnify and hold harmless the Fairfax County Board of Supervisors and Fairfax County Park Authority Board, staff, and volunteers from any and all claims incurred against the permit holder because of permit holder's use of Park Authority property.
- Alcoholic beverages must be brought onto the property the day of the event and removed at the end of each day by the licensee during the time of the event space rental.
- Virginia ABC highly recommends that food be offered at any event that includes alcoholic beverages.

Agreement Processes and Timing

- During the facility rental application process, applicants must be informed that there are Park Authority and VABC license and fee requirements related to offering alcohol at their event. Park Authority location restrictions can be found on the Parks and Facilities Listing for alcohol related events.
- Individuals, organizations or groups (event sponsor/applicants) applying to reserve a Park Authority facility must indicate at the time of application whether alcohol will be consumed at the event and complete a Park Authority Alcoholic Beverage Use Request application.
- The applicant must also inform park staff if funds will be collected (donations, participation fees, etc.) in association with the rental or event. If that is the case, the applicant must also complete a Business Activities License application. (See VABC License Requirements and SOP for Business Activity License).
- The site manager and/or central services coordinator may approve the Alcoholic Beverage Use Request Application per the Park Authority Alcoholic Beverage Use Policy for Tier 1 sites indicated on Parks and Facilities Listing.
 - For any event at a Tier 2 or Tier 3 facility, consultation with the division director and/or Park Authority Director's office will be required.
 - The pertinent Park Authority Board member will be notified a week in advance of all Tier 3 level events.
- If the applicant cancels an event, refund process for the Alcohol Beverage Use Request Permit fee will follow the facility rental refund policy and any owed amounts will be refunded with the facility rental fee.

Hours of Service

- Approval of the hours of events will depend on the type of facility, the location, and type of event.
- The rental agreement and Alcoholic Beverage Use Permit will clearly state the facility use hours including set up, break down, and hours that alcoholic beverages may be served and be signed by the customer.
- Alcoholic Beverage service will end 30 minutes prior to the closing of the event with a last call announcement.

- Events including alcohol taking place after established hours of use will need to be approved in advance by the appropriate division's Operations Branch Manager.
- See the site-specific SOP's for more details.

Designated areas of alcoholic consumption, sales and/or possession

- Alcoholic beverages purchased or offered at a permitted event at park facilities may be consumed only in designated areas as outlined on the Parks and Facilities Listing which indicates specific buildings, grounds and/or facilities. The attached Parks and Facilities Listing designates areas and approval levels based on Tiers, which generally relate to the size of or type of event the venue can support.
- See specific designated area maps for specific locations within a park where alcoholic beverages may be permitted.
- Designated areas for alcoholic beverage consumption must be identified with signage and have access restrictions in compliance with Alcohol Beverage Control guidance to include age restrictions, designated consumption or serving area and signage for appropriate conduct guidance.
- If event participants are consuming alcohol outside the designated area, staff are to communicate with the event organizer/applicant to ensure attendees stay within the designated area. If event organizer is unable to enforce the restrictions, staff are to contact the Fairfax County Police for enforcement.
- There may be site specific restrictions on the type of beverages allowed. For example, any beverage with red dye may be restricted at certain historic sites.

Virginia Alcoholic Beverage Control (VABC) License Requirements

- The event sponsor or applicant is responsible for obtaining an approved Park Authority Alcoholic Beverage Use Permit prior to obtaining the appropriate VABC license.
- VABC offers Banquet licenses for a variety of situations in which alcoholic beverages may be served on a temporary basis, generally for nonprofit purposes.
 - VABC requests that applications be submitted at least 2-3 weeks in advance of the event date. Banquet license applications may be completed online on the VABC site if submitted at least 12 days prior to the event date.
 - For more information on types of VABC Licenses go here: <https://www.abc.virginia.gov/licenses/get-a-license/banquet-licenses/banquet-types>
 - For more general information go here: <https://www.abc.virginia.gov/licenses/get-a-license/banquet-licenses/banquet-guidelines>

Exemptions

- If ALL the following criteria are met, then no license is needed from VABC for the event (unless required by locality or facility).
 - The event is private (i.e., not open to the public and not in a public place).
 - Public place is defined by the Park Authority as an area accessible to the public without the use of admission control.
 - Money is not exchanged for alcoholic beverages, program fees, fundraising, or otherwise.
 - In the event of a wedding with a cash bar, money is exchanged and the group is required to obtain the proper VABC License.
 - The event is not held in a club or non-licensed restaurant premises.

- Alcohol purchased for the event is NOT from a wholesaler/distributor.

Who may Provide/Serve/Consume Alcohol

- No person under the age of 18 years shall sell, serve or dispense any alcoholic beverage. No person under the age of 21 years shall prepare or mix alcoholic beverages in the capacity of a bartender.
- No alcoholic beverage server is permitted to consume any alcoholic beverages while on duty.
- Park Authority staff are prohibited from consuming any alcoholic beverages while on duty.

Management and Control Requirements

- The Park Authority permit and VABC license holder (applicant) is responsible for levels of consumption/limit to amount served per person.
- The applicant is required to provide control points and age verification during the event. The Park Authority will provide the applicant with a map of the approved consumption area, and event organizers are responsible for appropriately restricting access.
 - Acceptable control points will restrict access to the event area until age verification has been completed.
 - Staff may not advise event host on what access restrictions are required, only that they must be adequate to sufficiently restrict access until age verification has been completed and maintain a barrier for the event. Staff may, however, notify the event host if their access restriction plan is insufficient.
 - Acceptable options to identify age verification may include: checking valid identification which includes the person's date of birth, color coded wristbands, hand stamps, etc.
- Staff's role is to monitor activity by regular visual checks to insure participants comply with signage and access restriction, ensure park visitor safety, and ensure park rules and regulations and county and state laws are followed. Police serve as Park Authority enforcement, and should be contacted as needed in the event staff are not able to monitor or control the event.
- The applicant is required to provide appropriate signage outlining age restrictions, signage identifying the designated consumption or serving areas
- Event organizers should encourage recycling of all waste from the event, including beverage containers. Any collected recycling should be placed within the appropriate dumpster on site if available, or transported off-site to recycling facilities.
- The applicant may be required to schedule and employ police, site staff or other security personnel at their own expense. Depending upon the program or event, the applicant, in coordination with the section's branch manager and division director, will assess events over 150 to determine if police or county security is required.
- The Park Authority staffing and management minimum requirement is one PA employee above the age of 21 per every 150 people.
 - All Park Authority employees working an event where alcohol is offered must have completed one of the two trainings listed below:
 - Managers' Alcohol Responsibility Training (MART):
<https://www.abc.virginia.gov/licenses/training>
 - Responsible Sellers & Servers Virginia's Program (RSVP):
<https://www.abc.virginia.gov/licenses/training>



Managers' Alcohol Responsibility Training (MART) is a free, six-hour course instructed by a team of Virginia ABC special agents. MART courses are offered in February, June and October.

MART is recommended for:

- Virginia's on-premise and off-premise licensees
- managers
- owners

At the completion of MART, participants will be able to:

- understand laws, rules and regulations that govern alcohol sales and consumption in Virginia
- understand requirements of operating an ABC licensed business
- prevent intoxicated and underage customers
- document alcohol-related incidents
- understand procedures for employing minors
- use advertising properly
- check IDs correctly
- manage confrontational situations with customers
- understand sample alcohol policies
- utilize compliance assistance from Virginia ABC special agents



Responsible Sellers & Servers: Virginia's Program (RSVP) is a free, three-hour course instructed by a team of Virginia ABC special agents.

RSVP is recommended for:

- Virginia's on-premise and off-premise licensees
- clerks
- cashiers
- wait staff
- bartenders
- "front line" employees

At the completion of RSVP, participants will be able to:

- understand laws, rules and regulations that govern alcohol sales and consumption in Virginia
- prevent intoxicated customers
- refuse sales to underage and intoxicated customers
- examine IDs
- document alcohol-related incidents

C. Reporting: Alcoholic Beverage Use Requests should be kept on file at the site of issue for future reference as required for developing additional operating procedures or policies and for use in developing management indicators. In the event of an incident, all related

records will be compiled, analyzed and immediately sent up the chain of command to help prevent such incidents in the future.

D. Supporting Documentation:

- Alcohol Policy 306

E. Resources include:

1. Virginia Department of Alcohol Beverage Control: Get a License
<https://www.abc.virginia.gov/licenses/get-a-license>
2. VABC Board in Alexandria, Virginia
 - a. Phone: (703) 683-2300
3. <https://www.abc.virginia.gov/licenses/get-a-license>
4. [Parks and Facilities Listing for Alcohol Related Events](#)
5. Map(s) for Designated Areas Approved for Alcohol Consumption
6. SOP for Business Activity License
7. [Event/Host Liquor Liability FAQ](#)
8. Large Special Event Rules and Guidelines
9. [Alcohol Beverage Use Insurance Decision Tree](#)
10. Fairfax County Park Authority Alcoholic Beverage Use Application (ABUA)