



CITY OF BULLHEAD CITY

COUNCIL COMMUNICATION

MEETING DATE: October 5, 2010

SUBJECT: Special Event Liquor License Application-Optimist Club of Bullhead City

DEPT OF ORIGIN: City Clerk's Department

DATE SUBMITTED: September 24, 2010

SUBMITTED BY: Diane Heilmann, City Clerk

SUMMARY:

Valorie Merrigan has submitted an application for a Special event Liquor License on behalf of the optimist Club of Bullhead City for the Hardyville Days Event to be held on October 22-24, 2010 at the Bullhead City Community Park. The Planning & Zoning Division has reviewed the application and has no objections. The Police Department has also reviewed the application and has no objections.

FISCAL IMPACT:

None

REVIEWED BY: _____

Finance Department

Initial Project Costs:

Future Ongoing Costs:

Physical Impact (on people/space):

Residual or Support/Overhead/Fringe Costs:

ATTACHMENTS:

Application for a Special Event Liquor License

Memo from Planning & Zoning

Memo from Police Department

LEGAL REVIEW:

APPROVED AS TO FORM: _____

City Attorney

RECOMMENDATION:

Council to either approve or deny the request from Valorie Merrigan on behalf of the Optimist Club of Bullhead City for a Special Event Liquor License for the Hardyville Days Event to be held on October 22-24, 2010 at the Bullhead City Community Park.

APPROVED FOR SUBMITTAL BY:

Diane Heilmann
Department Director

City Manager

CITY CLERK'S USE ONLY
COUNCIL ACTION TAKEN

Resolution No. _____

Continued To: _____

Ordinance No. _____

Referred To: _____

Approved _____

Denied _____

Other _____

File No. _____

ARIZONA DEPARTMENT OF LIQUOR LICENSES & CONTROL

800 W Washington 5th Floor
Phoenix AZ 85007-2934
(602) 542-5141



400 W Congress #521
Tucson AZ 85701-1352
(520) 628-6595

APPLICATION FOR SPECIAL EVENT LICENSE

Fee = \$25.00 per day, for 1-10 day events only
A service fee of \$25.00 will be charged for all dishonored checks (A.R.S. § 44-6852)

PLEASE NOTE: THIS DOCUMENT MUST BE FULLY COMPLETED OR IT WILL BE RETURNED.

****APPLICATION MUST BE APPROVED BY LOCAL GOVERNMENT**

DEPT USE ONLY
LIC#

1. Name of Organization: Optimist Club of BHC

2. Non-Profit/I.R.S. Tax Exempt Number: 86-0809815

3. The organization is a: (check one box only)

- Charitable Fraternal (must have regular membership and in existence for over 5 years)
- Civic Political Party, Ballot Measure, or Campaign Committee
- Religious

4. What is the purpose of this event? Hardyville Days

5. Location of the event: BHC Community Park 1251 Hwy 95 BHC Mohave 86442
Address of physical location (Not P.O. Box) City County Zip

Applicant must be a member of the qualifying organization and authorized by an Officer, Director or Chairperson of the Organization named in Question #1. (Signature required in section #18)

6. Applicant: Merrigan Valorie Nicole 7-28-78
Last First Middle Date of Birth

7. Applicant's Mailing Address: 625 Marina Blvd BHC AZ 86442
Street City State Zip

8. Phone Numbers: (72) 845-3123 (928) 704-9345 ()
Site Owner # Applicant's Business # Applicant's Home #

9. Date(s) & Hours of Event: (Remember: you cannot sell alcohol before 10:00 a.m. on Sunday)

	Date	Day of Week	Hours from A.M./P.M.	To A.M./P.M.
Day 1:	<u>10-22-10</u>	<u>Friday</u>	<u>8:00 am</u>	<u>10:00 pm</u>
Day 2:	<u>10-23-10</u>	<u>Saturday</u>	<u>8:00 am</u>	<u>10:00 pm</u>
Day 3:	<u>10-24-10</u>	<u>Sunday</u>	<u>10:00 am</u>	<u>10:00 pm</u>
Day 4:	_____	_____	_____	_____
Day 5:	_____	_____	_____	_____
Day 6:	_____	_____	_____	_____
Day 7:	_____	_____	_____	_____
Day 8:	_____	_____	_____	_____
Day 9:	_____	_____	_____	_____
Day 10:	_____	_____	_____	_____

10. Has the applicant been convicted of a felony in the past five years, or had a liquor license revoked?
 YES NO (attach explanation if yes)
11. This organization has been issued a special event license for 3 ^{if this event} days this year, including this event
(not to exceed 10 days per year).
12. Is the organization using the services of a promoter or other person to manage the event? YES NO
If yes, attach a copy of the agreement.
13. List all people and organizations who will receive the proceeds. Account for 100% of the proceeds.
THE ORGANIZATION APPLYING MUST RECEIVE 25% of the gross revenues of Alcoholic Beverage Sales.

Name	Address	Percentage
Optimist Club of BHK	625 Marina Blvd Bullhead City, AZ 86442	100%

(Attach additional sheet if necessary)

14. Knowledge of Arizona State Liquor Laws Title 4 is important to prevent liquor law violations. If you have any questions regarding the law or this application, please contact the Arizona State Department of Liquor Licenses and Control for assistance.

NOTE: ALL ALCOHOLIC BEVERAGE SALES MUST BE FOR CONSUMPTION AT THE EVENT SITE ONLY.
"NO ALCOHOLIC BEVERAGES SHALL LEAVE SPECIAL EVENT PREMISES."

15. What security and control measures will you take to prevent violations of state liquor laws at this event?
(List type and number of security/police personnel and type of fencing or control barriers if applicable)

4 # Police Fencing
6 # Security personnel Barriers

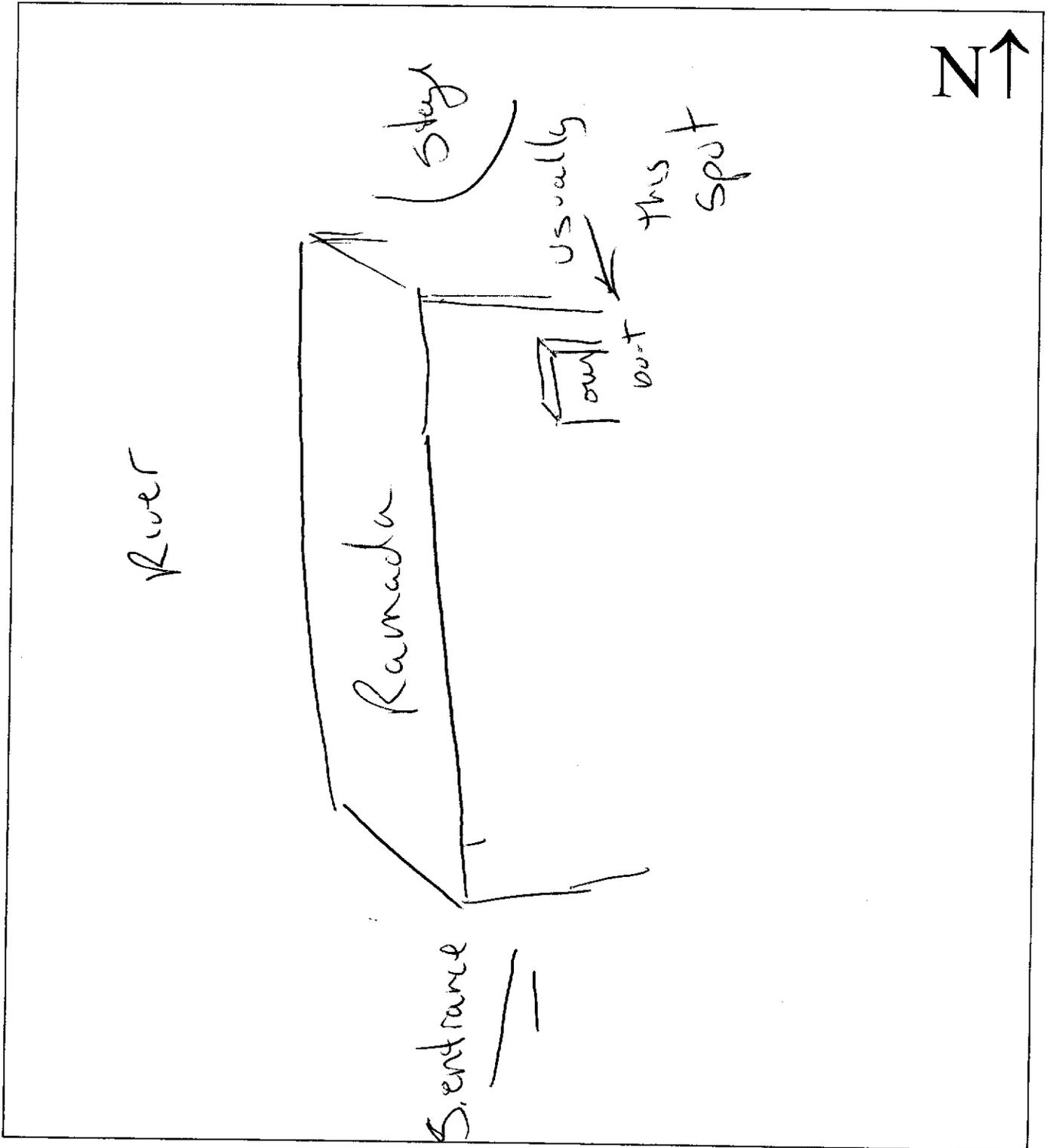
16. Is there an existing liquor license at the location where the special event is being held? YES NO
If yes, does the existing business agree to suspend their liquor license during the time period, and in the area in which the special event license will be in use? YES NO
(ATTACH COPY OF AGREEMENT)

Name of Business () Phone Number

17. Your licensed premises is that area in which you are authorized to sell, dispense, or serve spirituous liquors under the provisions of your license. The following page is to be used to prepare a diagram of your special event licensed premises. Please show dimensions, serving areas, fencing, barricades or other control measures and security positions.

SPECIAL EVENT LICENSED PREMISES DIAGRAM
(This diagram must be completed with this application)

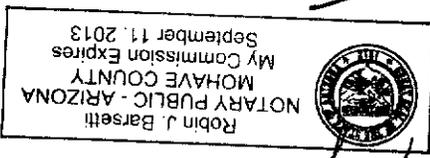
Special Event Diagram: (Show dimensions, serving areas, and label type of enclosure and security positions)
NOTE: Show nearest cross streets, highway, or road if location doesn't have an address.



THIS SECTION TO BE COMPLETED ONLY BY AN OFFICER, DIRECTOR OR CHAIRPERSON OF THE ORGANIZATION NAMED IN QUESTION #1

18. I, Valorie Merrigan, declare that I am an Officer/Director/Chairperson appointing the applicant listed in Question 6, to apply on behalf of the foregoing organization for a Special Event Liquor License.

X [Signature] Treasurer
 (Signature) (Title/Position) (Date) (Phone #)



State of Arizona County of Mohave
 The foregoing instrument was acknowledged before me this
8th Sept 2010
 Day Month Year
Robin J Barsetti
 (Signature of NOTARY PUBLIC)

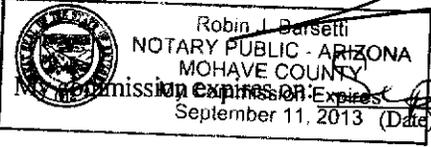
My Commission expires on: Sept 11, 2013
 (Date)

THIS SECTION TO BE COMPLETED ONLY BY THE APPLICANT NAMED IN QUESTION #6

19. I, Valorie Merrigan, declare that I am the APPLICANT filing this application as listed in Question 6. I have read the application and the contents and all statements are true, correct and complete.

X [Signature]
 (Signature)

State of Arizona County of Mohave
 The foregoing instrument was acknowledged before me this
8th Sept 2010
 Day Month Year
Robin J Barsetti
 (Signature of NOTARY PUBLIC)



My Commission expires on: Sept 11, 2013
 (Date)

You must obtain local government approval. City or County MUST recommend event & complete item #20. The local city or county jurisdiction may require additional applications to be completed and additional licensing fees before approval may be granted.

LOCAL GOVERNING BODY APPROVAL SECTION

20. I, _____ hereby recommend this special event application
 (Government Official) (Title)
 on behalf of _____
 (City, Town or County) (Signature of OFFICIAL) (Date)

FOR DLLC DEPARTMENT USE ONLY

Department Comment Section:

 (Employee) (Date)

APPROVED DISAPPROVED BY: _____

 (Title) (Date)

APPLICATION FOR SPECIAL EVENT LICENSE (Security and Control Measures)

Please provide answers to the below listed questions so that the City can make a responsible decision about your license application.

What is the nature of your event? List all activities at your event:

fund raiser for student supplies,
grants for school, etc.

How many people do you expect will attend your event? 30 employees 1,000 + attendees
How many do you expect during peak hours? 4-6 workers

List the type of security / police personnel:

Number of police officers
 Number of security officers

required by event

List the companies or agencies you have contracted with (or intend to contract with) for police / security services:

Hardyville representative takes
care of 4-L's

Will you be using volunteers to prevent violations of state liquor laws? _____
If yes, please answer the following questions:

30 Number of volunteers

How will the volunteers be distinguished as security?

T-shirts

Will your volunteers receive training to prevent violations of State liquor laws? If so, what kind of training?

Yes - prior event workers
will educate new volunteers

CITY OF BULLHEAD CITY
Interoffice Memorandum

DATE: SEPTEMBER 9, 2010

TO: BLANCA ALVARADO, CITY CLERK OFFICE ASST. II

FROM: CORKY MESSNER, PLANNER 

SUBJECT: SPECIAL EVENT LIQUOR LICENSE APPLICATION FOR
OPTIMIST CLUB OF BULLHEAD CITY

The Planning and Zoning Division has reviewed the special event liquor license application submitted by Valorie N. Merrigan on behalf of the Optimist Club of Bullhead City. Planning and Zoning has no objections to the fund raiser event to be held during Hardyville Days from October 22 through October 24, 2010 at the Bullhead City Community Park located at 1251 Highway 95 as proposed.

If you need any additional information, please contact me at extension 268.

Bullhead City Police Department

MEMORANDUM

September 10, 2010

SUBJECT: APPLICATION FOR SPECIAL EVENT LIQUOR LICENSE

TO: DIANE HEILMANN, CITY CLERK

FROM: RODNEY B. HEAD, CHIEF OF POLICE 

REFERENCE: (a) Application for Special Event Liquor License submitted by Ms. Valorie Merrigan on behalf of the Optimist Club.

ENCLOSURE: (1) Memorandum from Lieutenant Steve Smith concerning Subject, dated September 10, 2010

1. This memorandum is forwarded pursuant to Reference (a).
2. I did not find anything in Enclosure (1) that would prevent Ms. Merrigan's request for a Special Event Liquor License.
3. Enclosure (1) is provided for your review and evaluation.

\aa

**Office of the Commander
Bureau of Criminal Investigations**

MEMORANDUM
September 10th, 2010

SUBJECT: SPECIAL EVENT LIQUOR LICENSE – OPTIMIST CLUB

**TO: DEBBIE CHASTAIN
ADMINISTRATIVE ASSISTANT**

**FROM: STEVEN SMITH *MS*
LIEUTENANT, BUREAU OF CRIMINAL INVESTIGATIONS**

Enclosure: (1) Memo from Blanca Alvarado dated September 9TH, 2010

1. Valorie Merrigan has submitted a special event liquor license application on behalf of the Optimist Club for Hardyville Days. This event is scheduled for Friday, October 22nd through Sunday, October 24th, at the Bullhead City Community Park.
2. Ms. Merrigan intends to contain the beer garden to the main Ramada where the food vendors will be located. She has agreed to fence in the Ramada and staff the entrances and exits to prevent any alcohol from leaving the confines of the beer garden. Ms. Merrigan has agreed to use fencing that meets or exceeds the minimum standards as delineated by the Arizona Department of Liquor Licenses and Control.
3. I find no legal reasons to oppose this application and therefore recommend that the City approve it.