

cityofnovi.org

## CITY of NOVI CITY COUNCIL

**Agenda Item 1**  
**September 27, 2010**

**SUBJECT:** Approval to adopt the "Policy and Rules Regarding Alcohol on Public Property," allowing consumption of alcohol at Novi Civic Center, Township Hall and Novi Public Library on a permanent basis.

**SUBMITTING DEPARTMENT:** Parks, Recreation and Cultural Services

**CITY MANAGER APPROVAL:**

*Clay Kemp*

### **BACKGROUND INFORMATION:**

At its March 8, 2010 meeting, City Council adopted a Resolution approving "Policy and Rules Regarding Alcohol on Public Property" (attached), allowing consumption of alcohol at the Novi Civic Center and Novi Public Library on a trial basis with a variety of requirements through October 31, 2010.

During the trial period there have been two events at the Novi Civic Center and one event at the Novi Public Library that utilized the beer, wine and champagne beverage option, resulting in revenues of approximately \$2,000. All events were maintained with high regard to the venue, exhibiting control of the guests and distribution of alcohol beverages in accordance with the contract and the City's policy. In each situation the ability to have alcohol at the event was said by the patrons to be a determining factor in securing the site.

Based on the results and comments during the trial period along with the increased opportunity for rentals and usage of the public facility, staff is recommending the permanent adoption of the policy specifically for the Novi Civic Center, Novi Public Library and Township Hall. Township Hall was not part of the trial period but is proposed for the permanent adoption of the policy. Township Hall has a Ten Mile address and is therefore over the 500 foot distance rule making it possible for a liquor license to be secured. Note that in the future if Council decides that other City venues can be made available for either private events or non-profit sponsored special events, the Policy and Rules document is set up to be "expandable", meaning that those facilities and any special rules that might be applied can be added to at the end of the document where it now refers to the Civic Center, Library and Lakeshore Park (if applicable Township Hall will be added).

**RECOMMENDED ACTION:** Approval to adopt the "Policy and Rules Regarding Alcohol on Public Property," allowing consumption of alcohol at Novi Civic Center, Township Hall and Novi Public Library on a permanent basis.

	1	2	Y	N
Mayor Landry				
Mayor Pro Tem Gatt				
Council Member Crawford				
Council Member Fischer				

	1	2	Y	N
Council Member Margolis				
Council Member Mutch				
Council Member Staudt				



**CITY OF NOVI**  
**ALCOHOL ALLOWANCE POLICY**  
**NOVI CIVIC CENTER and NOVI PUBLIC LIBRARY**  
Alcohol consumption is prohibited during regular business hours:

<b>Civic Center</b>	Monday through Friday, 8:00 am - 5:00 pm
<b>Library</b>	Monday through Thursday, 10:00 am - 9:00 pm Friday and Saturday, 10:00 am - 5:00 pm Sunday 1:00 pm - 5:00 pm (September - May)

**Private Events**

- Liquor License **NOT** required
- Copy of Sponsor's Personal Liability Home owners, Condominium Owners, or Renters Liability Policy **IS** required

**Non-Profit Special Events**

- Special Event Liquor License **IS** required
- Copy of Certificate of Insurance (\$500,000 per occurrence and minimum aggregate coverage of \$1,000,000 including \$1,000,000 alcohol liability coverage / City of Novi, City council, officers, agents and employees names as additional insured) **IS** required.

A deposit fee of \$500 (credit card) is due at the time the Alcohol Use Application is submitted. **ENGAGEMENT IS NOT CONFIRMED UNTIL PAYMENT, USE APPLICATION, AND SPECIAL EVENT LICENSE (if applicable) ARE RECEIVED AND APPROVED BY THE CITY.**

Applicant must be 21 years of age or older and accept responsibility for their guests. Applicant must be present for the entire engagement.

When 25 or more people are in attendance, a bartender who has completed a Michigan Server Training Program is required.

Alcoholic beverage service shall stop 30 minutes prior to the end of the engagement.

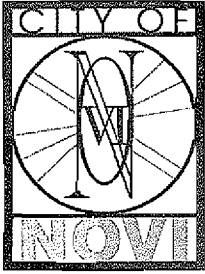
No alcohol shall be stored in the building.

No one under 21 years of age shall consume alcohol on the premises.

Guests shall **ONLY** use the area that is reserved (except for restrooms).

**Alcohol shall be consumed in the reserved room ONLY.**

No person employed by the City of Novi can be privately hired for the engagement.



cityofnovi.org

# CITY OF NOVI ALCOHOL USE APPLICATION

## NOVI CIVIC CENTER AND NOVI PUBLIC LIBRARY

DATE OF EVENT: \_\_\_\_\_ TIME: \_\_\_\_\_ to \_\_\_\_\_

LOCATION: CIVIC CENTER \_\_\_\_\_ LIBRARY \_\_\_\_\_

DESCRIPTION OF EVENT: \_\_\_\_\_

BARTENDER MICHIGAN SERVER TRAINING PROGRAM CERTIFICATION:  
\_\_\_\_\_

ROOM RESERVATION APPLICATION: APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_

EVENT APPLICANT / ORGANIZATION NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP CODE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ MOBILE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ FAX: \_\_\_\_\_

### Private Events

- Liquor License **NOT** required
- Copy of Sponsor's Personal Liability Home owners, Condominium Owners, or Renters Liability Policy **IS** required

### Non-profit Special Events

- Special Event Liquor License **IS** required
- Copy of Certificate of Insurance (\$500,000 per occurrence and minimum aggregate coverage of \$1,000,000 including \$1,000,000 alcohol liability coverage / City of Novi, City council, officers, agents and employees names as additional insured) **IS** required.

As the applicant for self, organization, or group applying for permission for alcohol allowance for either the Novi Civic Center or Novi Public Library, the applicant agrees to comply with the City of Novi Alcohol Allowance Policy (copy attached).

Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Novi Police Department Approval \_\_\_\_\_ Date: \_\_\_\_\_

City Administration Approval \_\_\_\_\_ Date: \_\_\_\_\_

**ALCOHOL CONSUMPTION APPROVAL CHECK-LIST**  
(For Facility Operations Use only)

City Manager Use Approval \_\_\_ Approved \_\_\_ Denied \_\_\_\_\_  
(Signature)

Police Chief Use Approval \_\_\_ Approved \_\_\_ Denied \_\_\_\_\_  
(Signature)

Alcohol Use Application Rec'd Not Rec'd

\$500 Deposit \_\_\_ Rec'd \_\_\_ Not Rec'd

Event Sponsor Identification (State or other official identification card, Driver's license WITH photo, or passport): # \_\_\_\_\_

\*\*\*\*\*

**PRIVATE EVENT** (Liquor license NOT REQUIRED)

Copy of Sponsor's Personal Liability Home Owners, Condominium Owners, or Renters Liability Policy \_\_\_ Rec'd \_\_\_ Not Rec'd

Bartender (required when 25 or more people in attendance at event)  
(Completed a Michigan Server Training Program) \_\_\_ Yes \_\_\_ No

\*\*\*\*\*

**NON-PROFIT SPECIAL EVENT** (Special Event license REQUIRED)

**Copy of Certificate of Insurance** (\$500,000 per occurrence and minimum aggregate coverage of \$1,000,000 including \$1,000,000 alcohol liability coverage / City of Novi, City Council, officers, agents and employees named as additional insured). \_\_\_ Rec'd \_\_\_ Not Rec'd

Certificate to be provided to Clerk's office for compliance verification.

City Clerk Compliance Verification: \_\_\_ Yes \_\_\_ No

Bartender (Completed a Michigan Server Training Program) \_\_\_ Yes \_\_\_ No

MMLC Special Event License \_\_\_ Rec'd \_\_\_ Not Rec'd

Novi Police Contacts (#348-7100)  
1. Sgt. Matt Conquest 2. Victor Lauria