

**HALLE CULTURAL ARTS CENTER OF APEX**  
**ALCOHOL PERMIT**

The consumption of malt beverages and unfortified wines is permitted at the Halle Cultural Arts Center of Apex by permit approved by the Director of Parks, Recreation, and Cultural Resources.

**If permitted to serve malt beverages and/or unfortified wines, certain activity/space restrictions may be enforced.**

1 \_\_\_\_\_  
NAME OF APPLICANT / RESPONSIBLE PARTY

2 \_\_\_\_\_  
NAME OF GROUP (IF APPLICABLE)

3 \_\_\_\_\_  
STREET ADDRESS

CITY ( )	STATE ( )	ZIP CODE ( )
DAY TELEPHONE	EVENING TELEPHONE	OTHER TELEPHONE

4 \_\_\_\_\_ DATE REQUESTED \_\_\_\_\_ FROM: \_\_\_\_\_ TO: \_\_\_\_\_  
PURPOSE OF RENTAL (IN DETAIL) \_\_\_\_\_ TIME REQUESTED \_\_\_\_\_

5 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6 \_\_\_\_\_  
TYPE(S) OF ALCOHOL TO BE SERVED

7 \_\_\_\_\_  
HOW DO YOU PROPOSE TO SERVE THE ALCOHOL? (ie. By the glass, bottle, can, keg, etc.)

8 Will bartenders be used / employed?  
a. If "yes", are they certified? Yes  No   
b. If "yes", are they from an agency? Yes  No  If "yes", attach a copy of certificate  
Yes  No

\_\_\_\_\_  
AGENCY / BARTENDER NAME(S)  
Certification / License# \_\_\_\_\_  
\_\_\_\_\_

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AGENCY CONTACT PERSON

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AGENCY ADDRESS

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AGENCY PHONE NUMBER

- 9 Will alcohol be sold? Yes  No   
Will donations be taken to defray costs? Yes  No   
Will there be a fee paid to purchase a ticket to this event? Yes  No

IF YES, a copy of the ABC Commission permit will be required no later than 7 calendar days in advance of the event's beginning time. (According to ABC Regulations, to "sell" by one of the above methods, you must be a non-profit group [501 c(3)]. Individuals may not obtain one.) The cost is \$50 and the ABC Commission must have their application at least three weeks prior to the event. ABC Commission phone number is 919-779-0700.

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EXPECTED NUMBER OF ATTENDANTS / GUESTS

**OFF-DUTY TOWN OF APEX POLICE MUST BE HIRED FOR AN EVENT WHERE ALCOLHOL IS BEING SERVED.** It is the responsibility of the rental group to secure this person/these persons and to pay their cost in addition to the rental fee. The number of officers required will be determined by the Parks and Recreation Department along with the Apex Police Department based on the rental information given. Officers are not allowed to be in the room where alcohol is being served. They will remain in close proximity just outside the area where the alcohol is being served. Officers will take no part in the serving of alcohol, including determination of intoxication. Should their services be needed because of a disturbance or the like, the officer's presence must be requested. Please make sure the information above is as accurate as possible, as providing incorrect information will cause this permit to be null and void. To secure off-duty officer(s) contact Sgt. Wayne English, Apex Police Department at [Wayne.English@apexnc.org](mailto:Wayne.English@apexnc.org) or 249-3455. **Policy requires one (1) officer per 100 persons expected at the event!**

- 11 **ACKNOWLEDGMENTS:** Carefully read and initial each statement below:

\_\_\_\_\_ I am familiar with and hereby agree to abide by all state, county and city regulations governing the transport, sale, and distribution of alcoholic beverages while using Town of Apex owned premises.

\_\_\_\_\_ I hereby acknowledge that no employee, agent, or representative of the Town of Apex will engage in the serving of alcohol in connection with this permit.

\_\_\_\_\_ I hereby acknowledge that no guest or attendee of the function to which this permit applies will be served alcohol while intoxicated.

\_\_\_\_\_ I hereby acknowledge that adequate precaution has been taken to insure that intoxicated guests or attendees will be identified and prohibited from operating motor vehicles.

**Person signing as the “Responsible Party” is responsible for any and all types of liability relating to this event.**

The Applicant / Responsible Party herein affirms that he/she has read and understands the statements and disclosures made in this form, that the information disclosed herein is true and correct to the best of his/her knowledge and belief, and that all acknowledgments herein, including the attached Release and Indemnification Agreement, were provided by the undersigned while under oath.

This the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Applicant / Responsible Party (SEAL)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title / Position

Sworn to and subscribed before me this the  
\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_

**TOWN EXECUTION:**

I hereby Certify that the applicant has made satisfactory arrangements to have the appropriate # of off-duty police officers present 15 minutes prior to and 30 minutes after this event.

\_\_\_\_\_ Date \_\_\_\_\_  
Apex Police Department

Approve  Deny  \_\_\_\_\_ Date \_\_\_\_\_  
Director of Parks, Recreation and  
Cultural Resources

If denied, state reason for denial \_\_\_\_\_