

# ***Outdoor Alcohol Consumption Permit APPLICATION PROCESS***

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## **The following steps are required to obtain an Outdoor Alcohol Consumption Permit:**

1. Contact the Finance Office at Mitchell City Hall at 605-995-8420 to have your permit request placed on the City Council Meeting Agenda.

City Council Meetings are held the 1<sup>st</sup> and 3<sup>rd</sup> Monday's of each month. Requests for an Outdoor Alcohol Consumption Permit must be submitted to the Finance Office by 10:00am the Wednesday prior to the City Council Meeting.

2. A copy of applicant's insurance certificate (certificate must be on file with Human Resources. The insurance certificate must have liability insurance of \$1,000,000 General Liability and \$500,000 Liquor Liability per occurrence and the City of Mitchell listed as additional insured);
3. \$500.00 permit fee must be submitted with request and made payable to the City of Mitchell.
4. If the request for an Outdoor Alcohol Consumption Permit is approved, the permit will be issued by the Mitchell Department of Public Safety. If the request is not approved the \$500.00 permit fee will be returned to the applicant.

# City of Mitchell Outdoor Alcohol Consumption Permit

This permit is issued in accordance with SDCL 35-1-5.3.

Issued to: \_\_\_\_\_

Permit Period: \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_  
date time date time

Permitted Area: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Permit requested by: \_\_\_\_\_  
Business Name  
\_\_\_\_\_  
Person requesting the permit  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
Phone

Contact person at event: \_\_\_\_\_ Cell #: \_\_\_\_\_  
(Must be present during entire event)

The following conditions **must be met** for this permit to be valid:

- The entire permitted area must be fenced or controlled to limit access.
- All applicable South Dakota alcohol laws and Mitchell ordinances must be followed.
- Requesting person/business must provide a minimum of two law enforcement officers from the Mitchell Police Division, or such other officers as deemed appropriate by the Chief of his designee. Number needed for this event: \_\_\_\_\_
- Insurance certificate must be on file with Human Resources. \_\_\_\_\_  
Certificate of Insurance = \$1 million General Liability, \$500,000 Liquor Liability HR Initials
- Permit fee of \$500.00 has been paid at the City Finance Office. \_\_\_\_\_  
Finance Initials Receipt #

\_\_\_\_\_  
Chief of Public Safety

\_\_\_\_\_  
Date