

MCAD Hosted Event with Alcohol Service

Event Name _____
Event Date & Time _____ Location _____
Contact Name _____
Contact Phone _____ Email _____

Briefly explain your safeguards to ensure that only those of legal age are served alcohol. Include steps that will be taken to contain the alcohol within the location(s) of the event.

Check one based on definition:

Private event defined as follows:

1. Specific, invitation only guest list or MCAD employee event
2. No charge for event and/or absolutely no money changes hands including donations and tips

*****If this is a qualifying private event, there are not any additional requirements. Please sign below and return to Business Office.**

Public event defined as follows:

1. The event is open to the public or publicly advertised
2. There is admission fee, ticket charges, cash bar, or any other money exchange

*****If this is a qualifying public event, you must follow the checklist below to obtain a temporary liquor license from the City of Minneapolis.**

MCAD Liquor License Application Requirements (if public event as defined above)

1. Get a copy of the city liquor license application from the Business Office. This will include the requirements for the application. (The Business Office will attach the non-profit certificate and obtain the signature on Part 5 of the application).

2. A licensed caterer/bartender must pour the alcohol.

Caterer's/Bartender's Name _____

Caterer's/Bartender's License Number _____

3. Licensed caterer/bartender must provide a Certificate of Insurance naming MCAD as an additional insured. See application attachment for minimum requirements.

4. Complete a check request for the licensing fee.

5. Bring the checklist, application packet, and check request to Business Office for review and processing at least **8 weeks** prior to the event date.

****If the application is not received by the city 30 days prior to the event, the fee will increase by 50%.*

Organizer _____ Date _____
(Signature)

President's Approval _____ Date _____
(Signature)

I have obtained permission from the President of MCAD to serve alcohol at this event.

(If signature is not available, please check box and attach a copy of email authorizing approval.)

Date Received in Finance office:
Date application sent to City:

Copies submitted to: VP Administration
Sr. Director of Finance

Public Safety Director
Insurance Provider