



Rossmoor Community Services District

## ALCOHOL SPECIAL EVENT PROCEDURES

### Outdoor Events

**DESCRIPTION:** Any request to serve alcohol (*beer and wine only*) within District Property including outdoor events and/or facility reservations shall be governed by Policy No. 6011 Rules and Regulations of District Property:

**6011.73 Alcoholic Beverages:** No Person shall, within the limits of District property, possess or consume any alcoholic beverage. This prohibition shall not apply to beer and/or wine during specific times and locations in connection with a District approved or sponsored event where consumption and/or possession of beer and/or wine is specifically approved in advance by resolution of the Board and where such consumption and/or possession is otherwise unlawful.

**EXAMPLES:** Church picnics, Carnivals, Weddings, Rossmoor Community Festival, Fundraisers or any other type of event which impacts other park users or neighbors.

**APPLICATION PROCESS:** Please read carefully prior to any Alcohol Beverage Control (ABC) license request. The requesting group is solely responsible for receiving approval from the ABC office and Orange County Health Care Agency (OCHCA) located in Santa Ana. The District is not responsible for assisting applicant with forms:

**STEP 1:** Applicant must fill out the appropriate facility or park use Application and Special Event Application provided by the District *at least 90 days prior* to event date (*attached*). In addition, detailed event information should be submitted in a written format based on the below Special Event Policy requirements. Requests which do not include an event scope will not be accepted. A **\$100** special event filing fee must be accompanied with the application and is non-refundable.

- Name of organizer and contact information
- Detailed description of the event
- Diagram of venue area and floor plan
- Hours of the event
- Layout of the event
- Anticipated number of workers, volunteers, attendees
- Security measures (if applicable)

**STEP 2:** Meet with District staff to discuss scope if there are any questions pertaining to said event.

**STEP 3:** If the request is approved by the District's General Manager, the request will need to be approved by Resolution of the District's Board of Directors. The Board of Directors

meets regularly on the 2<sup>nd</sup> Tuesday of the month. Alcohol requests submitted less than 15 business days prior to the next Board meeting will have to be placed on the following months' agenda.

**IF THE BOARD APPROVES THE RESOLUTION, PLEASE CONTINUE TO THE FOLLOWING STEPS:**

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**STEP 4:** Fill out and submit appropriate OCHCA beverage dispensing requirements. District staff can give you the application and contact information for the OCHCA. This is attached.

**STEP 5:** Fill out and submit ABC Form 221 to the Santa Ana District office and pay established permit fees. This is attached and can also be found at:

<http://www.abc.ca.gov/forms/PDFSp.html>.

**ABC Santa Ana District Office**

605 W Santa Ana Blvd, Bldg 28, Suite 369

Santa Ana, CA 92701

(714) 558-4101

(714) 953-4486 FAX

[STA.Direct@abc.ca.gov](mailto:STA.Direct@abc.ca.gov)

**STEP 6:** If your request is approved by the OCHCA and ABC, the District may grant your request and issue the applicant a permit if all the special requirements and fees are paid at least 10 days prior to scheduled event.

**AVAILABILITY:** Any requests conflicting with youth sports activities, Church services held at Rush Park, the Paper Drive or other requests conflicting with another special event will not be granted.

**PARK HOURS:** 7:00 a.m. to 10:00 p.m.

**POLICY NO. 6010.10 LIMITATIONS STATES:** Use of a park or facility by any group or individual shall not exceed eight (8) hours including preparation time, on any one day. Unless approved by the Board, no outdoor events including preparation time, in Rush or Rossmoor Park shall be scheduled to begin before 8:00 a.m. or conclude after dusk on non-lighted parks or 10:00 p.m. on lighted parks and facilities.

The below fees will be required of the applicant based on the District's Fee Schedule in accordance with Policy No. 6012 Group Picnics, Public Gatherings and Special Events

- a. **6012.72** Pay fees for the use of "Event Attendant(s)" and facility park use as established in the fee schedule: This includes staff to monitor the event at \$20 per hour per staff. Facility and park use fees will be determined by the number of guests and use of park space and shall be hourly (fields and facilities) or per diem (picnic site rentals) for an eight hour limit.

- b. **6012.73** Pay filing fee as established in the fee schedule: The filing fee for special events is a non-refundable fee of \$50 and must be submitted with request.
- c. **6012.74** Pay **cleaning/security deposit and fees determined by District staff**: This shall be a minimum of \$60 based on scope of event. The District may also require applicant to pay for security guards in the amount of \$XX per hour. The number of security guards will be determined based on scope of event.

**ADDITIONAL FEES:** The OCHD or ABC may require additional fees/security payable directly to their organizations.

**ALCOHOL REQUESTS ARE CONSIDERED A SPECIAL EVENT  
AND MUST ADHERE TO THE FOLLOWING DISTRICT POLICIES:**

**6012.80** Special Event Regulations: Each Special Event agrees to adhere to the following regulations:

- a. Special Event shall be conducted entirely within the time period and the boundaries approved by the District.
- b. Provide a certificate of insurance adding the District as additionally insured in the amount of \$1,000,000 as defined in Policy No. 6012.20—Group Picnics or Public Gatherings-User Permit Required.
- c. Special Event organizer shall execute a written statement satisfactory to the General Manager whereby the organizer promises to indemnify, defend and hold harmless the District, District staff, District Board with respect to any liability for personal injury or property damage sustained by any person as a result of the Special Event.

**6012.90** Special Event Permit Revocation: The General Manager may revoke a Special Event permit if the Special Event is conducted contrary to the conditions of approval, or if, the event violates any District policy or law. In the event of such a cancellation, notice shall be given to the event organizer as far in advance of the scheduled event as possible.

If you have any questions regarding procedure or process for approval, please contact the Rush Park office Monday thru Friday 9:00am to 5:00pm at 562-430-3707.