



# Alcohol Service Request Form

Return to: City of Mauldin – Special Events  
PO Box 249, Mauldin SC 29662

*Updated September 2015*

Pursuant to the City of Mauldin Alcohol Policy, all persons or organizations interested in serving alcoholic beverages at their event, given the event is held at the Ray Hopkins Senior Center, Mauldin Cultural Center, or the Mauldin Cultural Center Outdoor Amphitheater, must fill out and submit this Alcohol Service Request Form for approval before their event can take place and alcohol can be served. Submittal of this form does not guarantee approval nor does it reserve a public facility or property for an event. This form must accompany a signed Rental Agreement for a public facility and/or a Special Event Application. This form must be submitted and received no less than ten (10) business days prior to the start of the event.

## Contact Information

Name (Contact Person): \_\_\_\_\_  
Organization (if applicable): \_\_\_\_\_  
Ph: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## Event Information

Event Date: \_\_\_\_\_ Event Location: \_\_\_\_\_  
Time of Event: \_\_\_\_\_ Alcohol Service Time: \_\_\_\_\_  
Estimated Total Attendance: \_\_\_\_\_  
Open to the Public? Yes \_\_\_ No (Invite-Only) \_\_\_  
Description of Event: \_\_\_\_\_  
\_\_\_\_\_

## Alcohol Service Information

Types of Alcohol Served: Beer \_\_\_ Wine \_\_\_ Liquor \_\_\_  
Will Minors Attend This Event?: Yes \_\_\_ No \_\_\_  
Who Will Serve the Alcohol: Volunteer \_\_\_ Staff Person \_\_\_ Licensed Bartender \_\_\_

## Insurance

Those hosting an event on public property that includes the serving of alcoholic beverages may be required to obtain insurance indemnifying the City of Mauldin and listing the City of Mauldin as co-insured in an amount no less than \$1,000,000. The City of Mauldin offers optional liability insurance for those utilizing public property for a special event. The Tenant User Liability Insurance Program (TULIP) is a low-cost insurance policy that protects both the “tenant user” and the City of Mauldin. You may purchase this one-time, event-specific insurance online by visiting [www.cityofmauldin.org/special-events-application](http://www.cityofmauldin.org/special-events-application) and following the instructions listed. Insurance must be obtained before a alcohol request is approved.

Please check one of the following:

I will be purchasing insurance through the TULIP program.

I will be purchasing insurance through another means and have attached the proof of insurance to this application.

## Security Details

If required by the City of Mauldin Alcohol Policy, event organizers will need to contact the Mauldin Police Department to coordinate event security. Contact the Police Department by calling (864) 289-8900.

## Acceptance of Terms

I have read and agree to abide by all of the terms set forth by this request form and the City of Mauldin Alcohol Policy.

Name (print): \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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## OFFICE USE ONLY

Request Number: \_\_\_\_\_

Date Received: \_\_\_\_\_ Received by: \_\_\_\_\_

Proof of Insurance Received (if required): \_\_\_\_\_

Sent to & Approved by:

City Administrator  Recreation Committee or Planning & Economic Development Chairperson

Police Department  Department Head (based on location)

Department of Revenue License required?  Y  N

Proof Provided?  Y  N

Approved on: \_\_\_\_\_ Denied on: \_\_\_\_\_