



# FAIRBANKS POLICE DEPARTMENT




## PROCEDURES

CHAPTER/NUMBER: 10.35

SUBJECT: **Temporary Caterer's  
Application**

EFFECTIVE DATE: 1 JULY 2008

AUTHORITY: POLICE CHIEF 

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### I. Purpose

To establish guidelines for the review and approval of Alcohol Beverage Control board (ABC) Special Event permit applications for dispensing alcoholic beverages on non-licensed premises.

### II. Procedure

ABC requires the approval of the law enforcement agency exercising jurisdiction over the location of the proposed event prior to their approval of the permit. The Fairbanks Police Department requires the following information prior to considering such a request for approval:

- ABC SPECIAL EVENT PERMIT APPLICATION
- FAIRBANKS POLICE DEPARTMENT TEMPORARY CATERER'S APPLICATION
- PREMISES DIAGRAM
- SECURITY PLAN
- APPLICATION FEE (In accordance with the City of Fairbanks' Schedule of Fees and Charges for Services for Temporary Caterer's Application)

NOTE: At no time are minors permitted to drink alcoholic beverages and requests to co-mingle minors and adults where alcoholic beverages are to be consumed will generally be denied. The City assumes no legal responsibilities and the applicants must abide by all rules and regulations listed on the Catering Permit form.

#### A. Applicants must:

1. Submit a completed Fairbanks Police Department Temporary Caterer's Application and all supporting documentation as stated on the form to the Fairbanks Police Department.

B. The Chief of Police or his designee will review the complete application packet for public safety concerns. Approval or Disapproval will be indicated on both the Temporary Caterer's Application form and the ABC Special Event Permit.

C. The Administrative Assistant will contact the applicant to notify them that their application has been reviewed and is ready for pickup.

D. Applicants may make changes to denied permits and submit for reconsideration. Requests for reconsideration will only be approved if plans and procedures have been included to address any public safety concerns identified.

E. The police reserve the right to stop the event if complaints are received or if problems occur.