

CITY OF PHILADELPHIA

OFFICE OF SPECIAL EVENTS

ALCOHOL MANAGEMENT PLAN GUIDELINES

Event producers wishing to sell or sample alcoholic beverages at events taking place on City property must submit a comprehensive Alcohol Management Plan with their completed Special Events Application. **The Alcohol Management Plan must be submitted at least (30) days in advance of the event date**, and must include the following:

- Pertinent event details including event name, date, location, start/end time, expected attendance, etc. Other event information specifically pertaining to alcohol service must include:
 - Alcohol service start/end times.
 - Alcohol service must cease no later than one hour prior to published event end time.
 - Vendor or caterer providing service.
 - Total capacity of “beer garden” or alcohol service area at any one time.
 - If capacity is larger than (200) people, organizer must install a double-fence barrier with a radius of at least 6 feet from the alcohol service area.
 - Total number and placement of restrooms in the service area.
 - Total number of alcoholic beverages permitted per transaction (no more than two beverages per transaction maximum).
 - Description of how beverages are served (plastic cups, opened cans, etc.)
 - Service in glass containers or unopened cans will not be permitted.
 - Size (in fluid ounces) of individual serving containers (12oz., 16oz., etc.)
- Event organizational chart and reporting structure, including:
 - Include roles and responsibilities relating to the Alcohol Management Plan, as well as contact information for key staff.
 - Provide name and contact information for an onsite liaison for City staff and PPD.
- Defined perimeter for “beer garden” or alcohol service area, including:
 - Barricade/fencing plan (maps and visuals are encouraged).
 - Total size of service area (in square feet).
 - Number, placement and width (in feet) of all entry/exit gates.
- Comprehensive security plan that includes the following:
 - Name and direct contact information for private security vendor/contractor (if applicable).
 - Total number of security guards/event staff to be stationed at each “beer garden” or alcohol service area.
 - Security must be stationed at all entry/exit points to prevent removal of alcoholic beverages from the premises.
 - Written ID and wristband policy (examples of wristbands should be provided).

- Wristbands should be tamper-resistant and unique by day (if applicable).
- Handheld scanners, POS systems, or other technology capable of identifying fake ID's are encouraged.
- Fake ID's are to be confiscated and turned over to PPD.
- Specific removal policies and procedures.
- Specific plans to eliminate service to minors and clearly intoxicated persons.
- Reporting protocol to PPD in the event of an incident.

ADDITIONAL CONSIDERATIONS

- Additional security may be required to conduct searches upon entry/re-entry to the event to prevent individuals from bringing alcohol into the venue/facility.
- Event organizers may be required to provide adequate additional security to deal with intoxication, behavior associated with such, and general enforcement of policies and safety.