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 gardens" or alcohol service areas at any one time.
        - If capacity is larger than (200) people, organizer must install a physical barrier to identify 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 gardens" or alcohol service areas, 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.
    - 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.