



**Hendersonville Parks and
Recreation Department**
101 Maple Drive N
Hendersonville TN 37075
615-822-3898

ALCOHOL SERVICE STANDARDS FOR EVENTS IN PARKS

- 1. Service Expectations and Standards**
- 2. Permits**
- 3. Definitions Critical to Alcohol Service**
- 4. Beer Garden Technical Requirements**
- 5. Beer Garden Sample Layouts and Applicability**
 - a. Fenced Beer Garden**
 - b. 3 Wall Tent and Moat Type Beer Garden**
 - c. Moat Type Beer Garden**



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Service Expectations, Standards (private/public), Permits, and Beer Gardens

Regulations applicable to all park reservations.

1. A Special Event Permit is required from the Hendersonville Beer Board for sale or distribution of beer. A permit from the State of TN ABC Board is required for the sale or distribution of liquor.
2. Approval of the Special Event must be obtained from the Hendersonville Parks Board and all fees and copies of approvals, permits and insurance must be signed off on by the Hendersonville Parks Department Staff. In addition a \$500 fee for events with alcohol shall be paid by the vendor or event producer and a portion of sales should be donated to an approved non-profit organization.
3. The organizer assumes all risk, and is responsible for acquiring all necessary Federal, State and Local permits, and for securing and providing (when required) the necessary Liquor Liability Insurance. If in question, it is recommended the organizer contact the local beverage control commission and fully review the proposed event with the proper authorities, in addition to consulting the Parks and Recreation Department Office of Special Events staff.
4. **Containers.** All alcohol MUST be served in aluminum, plastic or paper containers (recyclable or compostable preferred). ***NO glass or Styrofoam*** is allowed at any park properties.
5. If at any time the organizer is found to be in violation of any alcohol related Laws/Ordinances, or City policies or procedures, all sales and/or consumption of alcohol will be stopped immediately up to and including eviction from the event site. If alcohol service is stopped, the service of alcoholic beverages will be closed for the remainder of the event time.
6. **Containment and Monitoring of Service Area.** All park property where alcohol is served, sold, and/or BYOB as part of any park reservation must be both monitored and actively managed in a manner to prevent alcohol from being provided, sold, served or obtainable to minors, guests who are at risk of over consumption, and to those not invited or included to/in in the event.



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- a. Alcohol should remain **directly within the rented site**. It may not be carried to other areas of the park or outside of “shelter”, “picnic” or “reserved” areas. Alcohol served at facilities may not be carried outside the premises, building or fenced area specifically rented/permitted. It is the responsibility of the organizer to ensure all guests strictly adhere to this policy.

- **For example**, if alcohol is allowed to be consumed at a shelter, you may NOT walk over to an adjacent athletic field, or park area, with the beverage. **GLASS AND STYROFOAM ARE PROHIBITED AT ALL TIMES.** Public events have additional requirements.

Regulations applicable to PUBLIC events.

1. **At events with alcohol sales:** A contained and defined area must be utilized for a beer garden.
 - a. **Beer Garden Technical Requirements**
 - b. **Beer Garden Sample Layouts**
2. **Security and Safety:** Organizers should minimally draft a plan that includes 2/1000 licensed peace officers when alcohol is served, sold or present at public events. This is in addition to any hired security/staffing the organizer needs/requires for event safety such as cash transport, admission work, back of house security, etc. Adjustments may be requested to enhance public safety based upon event track record, duration, or scope. ****A walk-through with Hendersonville Parks Staff, Hendersonville Police and Hendersonville Fire must occur at least one day prior to the event to ensure that all security measures are in place.**
3. **Alcohol Service:** Use of ABC certified servers hired by the organizer or through a subcontract of a licensed caterer.
4. **Insurance:** Event applicants must submit \$! Million of general liability insurance with additional liquor liability insurance naming the City of Hendersonville as additionally insured. Permits will not be issued until policy is received. The permit holder will be responsible for monitoring the behavior of individuals attending the event and following all rules and regulations.



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Helpful Minimal Permit Information

ALCOHOL SALES- A Special Event Permit from the Hendersonville Beer Board, Liquor Liability insurance and a ABC permit is required IF alcohol will be present and admission to the event is charged and service to those of legal age is dependent upon the sale of alcohol, an admission charge, a ticket, a donation, a donation JAR, membership fee, meal charge, or "tip". YOU ARE ENCOURAGED TO CONSULT WITH THE ALCOHOLIC BEVERAGE COMMISSION IF YOU HAVE ANY QUESTIONS. Sales must cease one hour prior to the end of each event.

NOTE: *The department reserves the right to require additional requirements AT ANY EVENT, public or private, to protect the health and safety of event patrons at any time.*

Examples of additional requirements which may be requested at any time: ABC certified servers, Licensed Peace Officer(s) Plan, Ticketing/Wristbands for those of Adult Age, Age Verification Plan, Liquor Liability Insurance, etc.

NOTE: *The City of Hendersonville reserves the right to deny consumption and/or sale of alcoholic beverages based on previous user/group history.*



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Definitions

PUBLIC EVENT: An event is considered public if any of the following apply:

- a. There is NOT a finite and/or limited guest list.
- b. A person of the public may purchase or acquire a ticket for entrance or participation.
- c. A person of the public may attend the event. *This includes social media guests lists, or compiled guests lists where a member of the public may register.*
- d. Advertised by website, social media, email, print or radio media to the public.

PRIVATE EVENT: Events are considered private where a limited and finite count of guests is expected.

Example: A wedding, or birthday party, or private reception, which are NOT open to the public.

EVENT ALCOHOL SALES: Includes public and private events/reservations. An event where alcohol will be served/sold and admission is based on a ticket, suggested donation, donation jar, membership fee, meal charge, or "tip".

Note: For alcohol to be considered free, it must be available to any person of legal age who walks in the door and requests it. If alcoholic beverages are only available to paying customers, the assumption is that the cost of the alcohol is included in the price of the service and constitutes a sale of alcoholic beverages - a [ABC permit](#) will be required.

Examples:

- A wedding reception with free drinks is free.
- A boutique that serves free wine while you shop, even without a purchase free.
- A nail salon with a "free" drink when you pay for a manicure is not free.
- If you buy tickets to attend a charity ball and they serve "free" drinks it is not free.
- If a tip jar sits next to a keg of beer expecting "donations" the beer is not free.



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Beer (Alcohol) Garden Technical Requirements

1. **Beer Garden Types:** 3 (three beer gardens types are available with restrictions.
 - a. **Fenced Beer Garden**
 - b. **3 Wall Tent and Moat Type Beer Garden**
 - c. **Moat Type Beer Garden**
2. **Site map:** A diagram of the beer garden(s) on your site plan/event map provided at the time of application is required. The organizer is responsible for maintaining a count of persons entering the garden as determined by the Hendersonville Fire Department.
3. **Entry/Exit:** The exact location and number of entrances/exits will depend upon the size of the enclosed area, and must be approved by the Hendersonville Fire Marshall and Parks and Recreation staff. All beer gardens which are requesting to have 50 or more people, are required to have a minimum of 2 entries/exits. Additional gates may be requested after site plan review/inspection by the Hendersonville Fire Marshall. Minimally, organizers should prepare for 2 separate gated location points for a beer garden. One primary, and one emergency gate point.
4. **Signage:** All beer gardens must have emergency entrance/exit signage at each gate. Events continuing past dusk must provide lighting for each gate and the signage.
5. **Service Area:** The serving area(s) must be positioned to not interfere or impede pedestrian traffic entering or exiting the enclosure in order to maintain public safety.
6. **Security:** At a minimum, there will be at least 2 (two) uniformed licensed peace officers positioned within the beer garden area. Security positioned at Entry/Exits must control alcohol, and prevent alcohol from entering/leaving event site. Hendersonville Police Department to determine amount of officers.

Note:

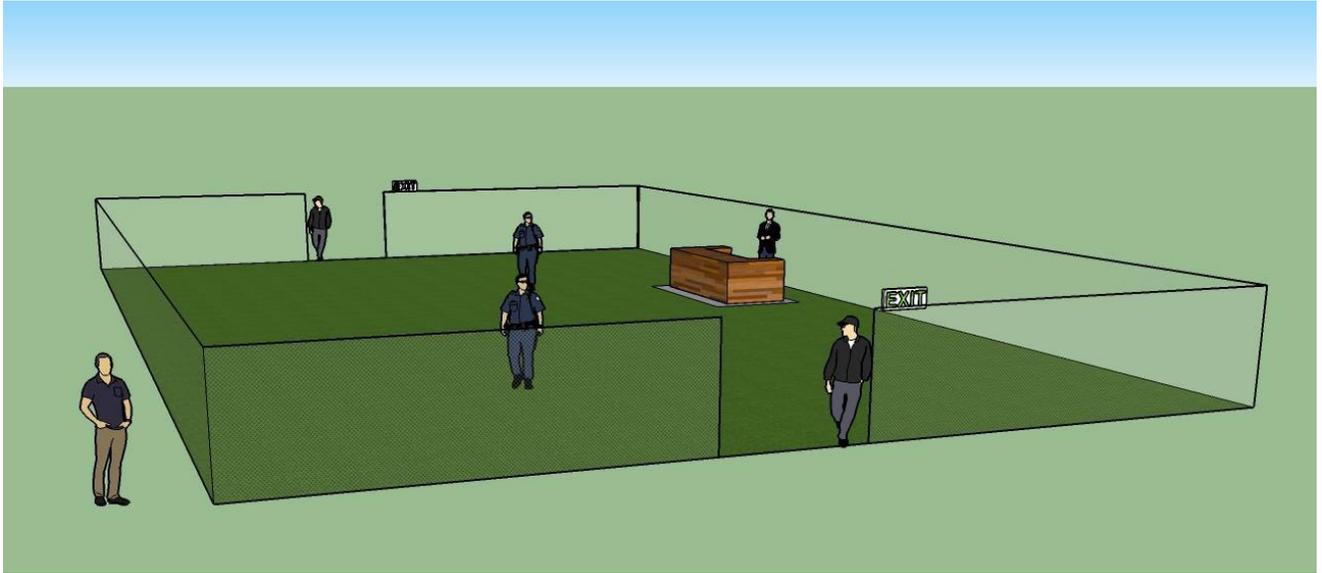
- *All Hendersonville Fire Department Fire Marshall regulations must be adhered to.*
- *An approved overall safety and security plan may be required.*



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Beer Garden Technical Samples

Fenced Beer Garden
(available for ALL event scenarios)



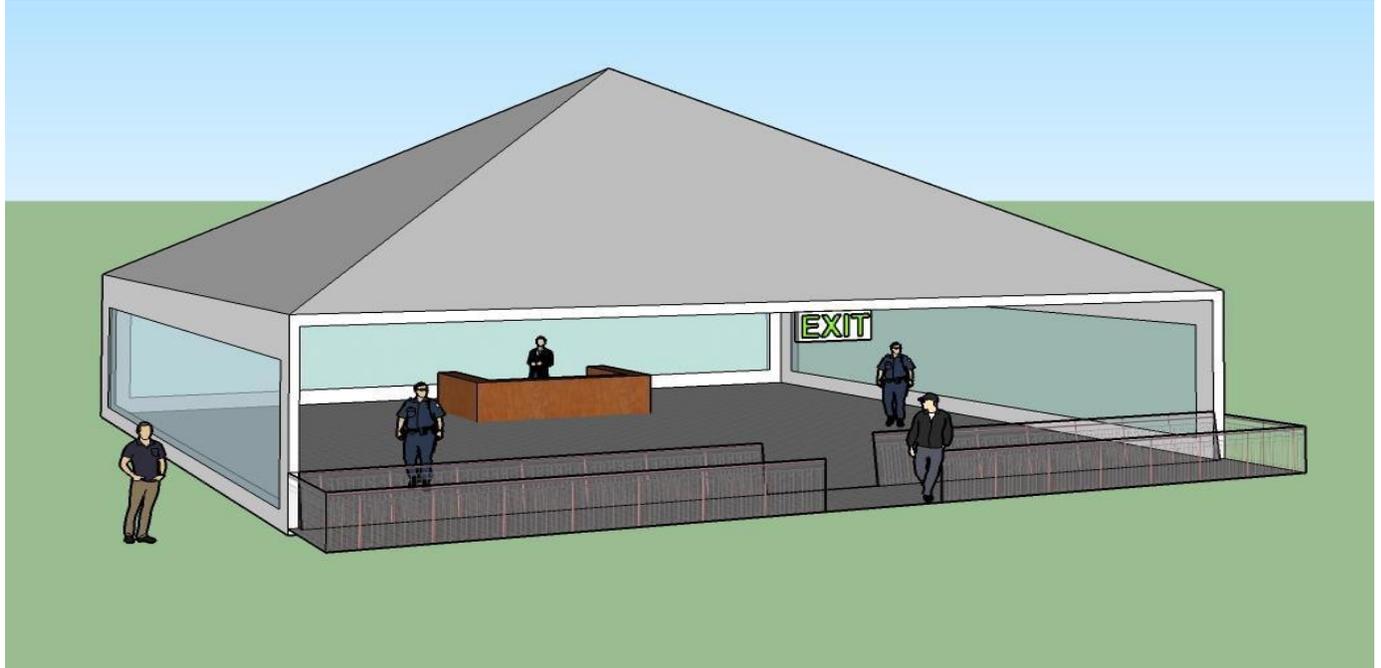
Requirements:

- Listed [Beer Garden Technical Requirements](#) must be met
- Chain link fence or barricade enclosure
 - As a best practice due to varying environmental conditions, some fences may require sand bagging to assist with safety and stability during windy conditions.

Approved for:

- Available for all events
- Required of multi-day events
- Required of events over 1,000 with open purchase/consumption events
- Required for use at ticketed events/festivals with major entertainment

3 Wall Tent and Moat Type Beer Garden (available for limited event scenarios)



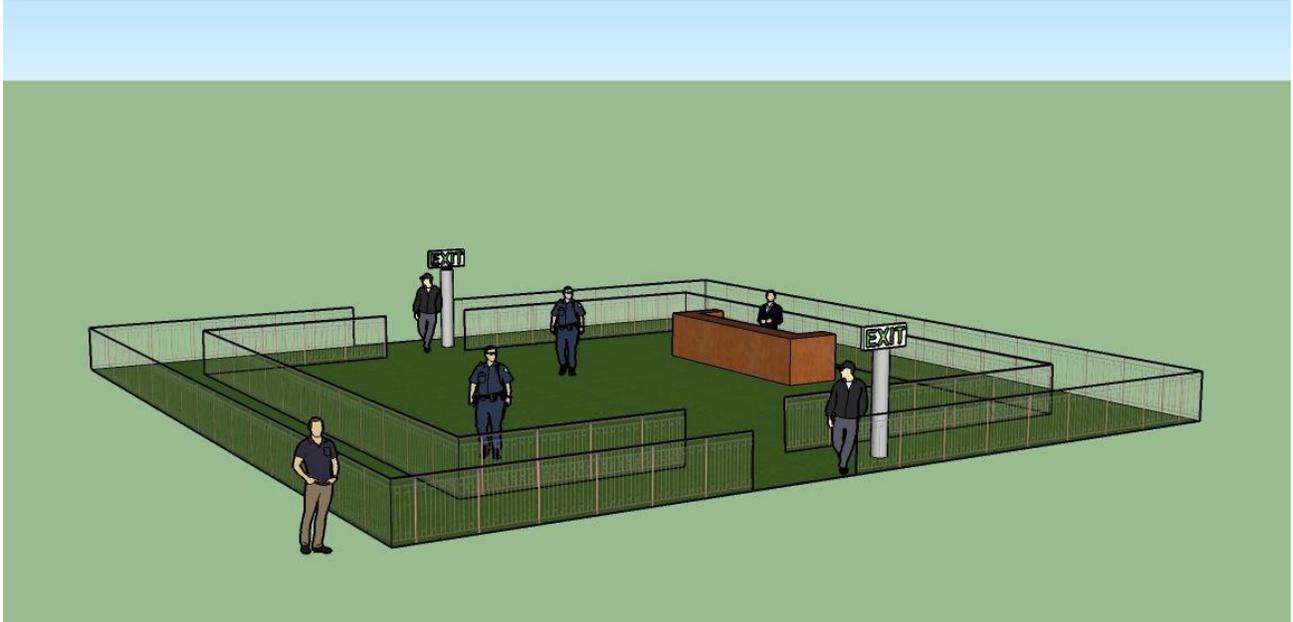
Requirements:

- Listed [Beer Garden Technical Requirements](#) must be met
- The tent must display a tag indicating heat resistant material
- The tent must include 3 (three) enclosed walls
 - 3 walls of tent must be drawn (closed)
- Moat created by 2 (two) sections of 3 Foot fencing with a 6 Foot separation

Approved for:

- a private single day event for less than 750 people, OR
- a public single day event for less than 500 people, OR
- a limited consumption single day event over 1000, which will:
- **NOT** for BYOB events
- **NOT** for use with open purchase consumption events

Moat Type Beer Garden
(available for limited event scenarios)



Requirements:

- Listed [Beer Garden Technical Requirements](#) must be met
- 3 Foot double fencing
- Moat created by a 6 Foot separation between fencing

Approved for:

- a private single day event for less than 750 people, OR
- a public single day event for less than 500 people, OR
- a limited consumption single day event over 1000, which will:
- **NOT** for BYOB events
- **NOT** for use with open purchase consumption events
- **NOT** for use at ticketed events/festivals with major entertainment