



Special Beverage Service Application

Office of the City Manager

\$50.00 Fee Per Application – Fee Due at Time of Application Submission - One application per event

The City of Bristol, Virginia provides this application to entities wishing to provide expanded or unique ABC service associated with a special event. This application must be completed in its entirety and accompanied by a site plan/map detailing the planned location and site detail for the beverage garden. The site plan/map must include the dimensions of the beverage garden and hours of operation. **The City of Bristol, Virginia reserves the right to revoke the special service application to facilitate reopening of the streets post event or for safety concerns.** If the requested beverage garden is within the footprint of a larger event, the applicant must provide documentation of support from the organizer of the larger event. Approval of this application requires review by the Police Department, Fire Department, Community Development Department, Public Works Department, and Special Events Department. Each of these reviewing departments will recommend approval or denial of this application and may provide remarks. Once the application has completed the departmental review phase of the process, it will be sent to the City Manager for final review. The City Manager will consider the application and the results of the departmental review and make the final determination. The processes of departmental review and City Manager review may require approximately two (2) weeks or more to complete.

Applicant Information

Date:

Name:

Address:

Telephone Number:

Signature:

If the requested beverage garden is within the footprint of a larger event, the applicant must provide documentation of support from the organizer of the larger event.

Please return completed application and payment to:

City of Bristol Virginia - Special Events

300 Lee Street

Bristol, VA 24201

Application may be emailed to the following address:

debi.denney@bristolva.org

If you have questions about this application or to pay the application fee with a credit card over the phone, please call (276) 967-1287

Please provide below a brief description of your planned event, including date and time of operation, reason for request, type of service to be provided, and any other pertinent information.



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Departmental Review

<p>Site Plan/Map Attached? Yes No</p> <p>Event Description? Yes No</p> <p>Application Fee Paid? Yes No</p>	<p>Fire Department</p> <hr/> <p>Fire Chief or designee</p> <p>Recommends: Approval Denial</p> <p>Remarks Attached: Yes No</p>
<p>Police Department</p> <hr/> <p>Police Chief or designee</p> <p>Recommends: Approval Denial</p> <p>Remarks Attached: Yes No</p>	<p>Special Events Department</p> <hr/> <p>Department Head or designee</p> <p>Recommends: Approval Denial</p> <p>Remarks Attached: Yes No</p>
<p>Public Works Department</p> <hr/> <p>Department Head or designee</p> <p>Recommends: Approval Denial</p> <p>Remarks Attached: Yes No</p>	<p>Community Development Department</p> <hr/> <p>Department Head or designee</p> <p>Recommends: Approval Denial</p> <p>Remarks Attached: Yes No</p>

Office of the City Manager

The City of Bristol, Virginia hereby approves / denies your request for special beverage service pursuant to the attached site plan and description. This action shall serve as the City's official statement of position to be considered by the Virginia Department of Alcoholic Beverage Control (ABC).

City Manager

Date