



**CITY OF CENTERVILLE  
APPLICATION FOR PERMIT  
TO SERVE ALCOHOLIC BEVERAGES**

Location Requested: Benham's Grove

Specific Area Requested: (circle one) Complex Gerber House Barn Cottage Event Center

Date Requested: \_\_\_\_\_ Time: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Driver License #: \_\_\_\_\_

**Number in Group:** 21 yrs. & Older \_\_\_\_\_ Under 21 \_\_\_\_\_ Total \_\_\_\_\_

**Type of alcoholic beverage to be served or sold:** Beer \_\_\_\_\_ Wine/Champagne \_\_\_\_\_ Liquor \_\_\_\_\_

Describe the intended procedure for serving beverages and controlling consumption: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **GENERAL PROVISIONS**

**1. Approval for Serving Alcohol:** The above application must be submitted to Benham's Grove. Applications of renters not abiding by this policy will be rejected. **Events where the number of minors exceeds the number of adults are prohibited from serving alcoholic beverages.**

**2. Permit For Selling Alcohol:** All renters sponsoring events where alcohol is **sold** must apply for and receive a special one-day permit from the State of Ohio Department of Liquor Control. Further information, including cost, may be obtained from the Ohio Department of Liquor Control at (614) 644-2360. A copy of the approved permit must be presented to Benham's Grove staff at least one week prior to the event. Renters must also submit in writing the reason for the alcohol sales; how the sales will be handled; and what group will benefit from the proceeds. Approval will be given by the City in writing once it has been determined that all provisions of this policy are met. Applications of renters not abiding by this policy will be rejected.

**3. Location:**

- a. This policy applies to all City-owned facilities where the serving or selling of alcohol has been authorized.
- b. All alcoholic beverages must be contained on Benham's Grove property.

**4. Supervision:**

a. The renter must have one (1) person of legal drinking age who will have the ultimate responsibility for alcoholic beverages served/sold at an event. This person must be in attendance at the function for the full rental period.

b. The renter must check all identification a minimum of one (1) time before serving anyone alcoholic beverages. An I.D. should be checked as often as necessary.

c. Self-serve bars are not permitted. Only an adult over the age of 21 is permitted to serve alcohol.

d. Adequate supervision and crowd control is required at all events. Renters are responsible for the control and expulsion of patrons when necessary. The number of persons needed for supervision will be determined by City personnel.

1. If, in the Benham's Grove staff opinion, the renters become unruly, the Benham's Grove staff person can stop the service of alcohol.

2. Should the renter resist or defy the Benham's Grove staff authority, Benham's Grove reserves the right to immediately cancel the group's Rental Permit and alcohol consumption permit and summon the Centerville Police Department to assist in vacating the area.

**5. Set-Up and Take-Down:**

a. The renter is responsible for all bar set-ups and take-downs. Set-ups include adequate barriers, trash containers, alcoholic beverage containers and any other necessities for the event.

b. All alcoholic beverage containers must be cleaned by the end of the event.

c. For any clean-up or damage repair costing more than the amount of the security deposit, the renter will be responsible for the difference and will be billed accordingly.

**6. Insurance and Indemnity:** The renter agrees to assume financial and legal responsibility to indemnify and hold the City of Centerville harmless from any liability arising from the serving or sale of alcoholic beverages. If alcohol is to be sold, the City requires the applicant to obtain a liquor liability insurance policy with limits of \$1 million per occurrence and \$2 million aggregate with the City of Centerville, its officials, employees and volunteers covered as additional insureds. Such coverage shall be primary and non-contributing with respect to the additional insureds. The renter shall verify compliance with these specifications by providing to the City of Centerville a certificate of insurance and any other documentation the City may reasonably require.

I, the undersigned, representing \_\_\_\_\_,  
understand and hereby agree to abide by all rules governing alcoholic consumption in the City of Centerville; and I  
assume the responsibility for our group while renting space at the City facilities.

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Applicant Signature

Date

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City of Centerville Signature

Date

RESIDENCY GUARANTOR

The undersigned represents that they either live or work in the City of Centerville. In order to allow the residency discount, the undersigned, as guarantor, agrees to the same liabilities and obligations under this Agreement as those of the Applicant.

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Signature of Guarantor

Address

Date

Approved as to form and for use in year 2025-2026

By: Scott A. Liberman, Law Director

February 13, 2025