

# Fairfax County Park Authority Alcohol Beverage Use Application

Submit this application at the same location or with the department that your rental paperwork is processed at.

## Information of Person Responsible for Alcohol:

**Applicants must be 21 years of age or older and must be present during the entire event.**

Name:	Organization Name:
Complete Mailing Address:	
Primary Phone:	Secondary Phone:
E-Mail Address:	Date of Birth:

## Activity Details:

**Applications must be submitted to the coordinator or department where your rental contract or permit was completed, a minimum of 10 business days before the rental date, provided no additional state permits or insurance are required. Not all locations allow alcohol. It is not guaranteed that the request for alcohol will be approved. Staffing levels and other criteria need to be considered prior to permit approval.**

Park:	Specific Area Requested:	
Date of Use:	Alcohol Service Start Time:	Alcohol Service End Time:
Expected Attendance (additional fees may apply):	Event Type:	
Is this event open to the public?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, explain:
Are you charging fees for alcohol or admission?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, explain:
Is the purchase of alcohol from a VA beverage distributor (i.e., not a retail store such as grocery or VABC locations)?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, explain:

If you answered "yes" to any of the questions above, you are required to submit the application at least 3 weeks before the rental date and obtain a Banquet License from Virginia ABC prior to the event: <https://www.abc.virginia.gov/licenses/get-a-license/banquet-licenses>

**Please initial each of the following statements acknowledging that you understand and agree to adhere to them.**

You must inform the Park Authority if you plan to collect any fees or charge admission for your event. In addition to any reservation fees, you also will be required to have an approved [Business Activity License](#). **Initial:**

This request is subject to cancellation by the Fairfax County Park Authority. **Initial:**

All Fairfax County Park Authority [rules and regulations](#) apply. **Initial:**

Refunds will be granted in accordance with the associated facility rental agreement. **Initial:**

Applicants MUST ensure no person under the age of 21 consumes any alcoholic beverage. **Initial:**

For your protection, the Fairfax County Park Authority strongly recommends obtaining "Host Liquor Liability" or "Liquor Liability" Insurance if you intend to have alcohol at your event. Insurance is required if you are charging fees for alcohol or admission. **Initial:**

The approved ABLA becomes your official permit to have alcohol at your event. It entitles the applicant to serve alcoholic beverages only during the facility usage times and date indicated above and only in the designated area(s) at the requested site. **Initial:**

## Fees:

Alcohol permit fee	\$200 per use	= Fee Due:
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This form must be signed by the applicant and approved by the Fairfax County Park Authority before any alcohol use can be confirmed. I understand that I am responsible for the actions of any and all attendees at this event. I understand that by signing this I am confirming that alcohol will not be served to minors. The user hereby agrees to indemnify and hold harmless Fairfax County, the Fairfax County Park Authority, their officers, agents, all employees, and volunteers from any and all claims for bodily injury, and personal injury, and/or property damage, including cost of investigation, all expenses of litigation, including reasonable attorney fees, and the cost of appeals arising out of any claims or suits which result from errors, omissions, or negligent acts of the user, his agents or employees. Group is responsible for abiding by all FCPA policies, rules and regulations and agree to abide by them and terms of this agreement.

Group Representative Signature:	Date:
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## Staff use only

Location Staff Signature:		
Confirmation#:	Date:	Approved? YES NO



# Fairfax County Park Authority Alcohol Beverage Use Application (ABUA)

[www.fairfaxcounty.gov/parks/alcohol-policy/faqs](http://www.fairfaxcounty.gov/parks/alcohol-policy/faqs)



## Application Process:

- Application for alcohol use must be submitted no less than 10 business days before the event. It is recommended that you submit your form as soon as possible.
- Permits will only be issued to an adult over the age of 21 who will be responsible for the supervision of the entire event.
- Your request will be reviewed for approval and if approved, you will be notified to pay applicable fees.
- Payment must be received prior to issuance of the permit. Payments may be made by check (mailed) or credit card during regular business hours of your rental location or rental management office. Please do not email credit card information.
- Once payment and any other required paperwork are received, you will receive a staff signed copy of the application that will serve as your permit. Please bring your permit with you to your event.

## Cancellations and Changes to a Permit:

- Any changes to an issued permit must be reviewed before permission for modification will be provided.
- This request is subject to cancellation at any time by the Fairfax County Park Authority (FCPA).
- Refunds for ABUA Fee will be granted in accordance with the associated facility rental agreement

## Additional Information for Alcohol use at FCPA locations:

- **Alcoholic beverages will be allowed only in the designated areas at the parks and facilities listed on the [Alcohol Policy Park and Facility Listing](#).**
- During the application process, you must inform the Park Authority if you plan to collect any fees or charge admission for your event. In addition to any reservation fees, you will also be required to have an approved [Business Activity License](#). If you plan to have a public event, sell alcohol or charge an admission fee during the event, or purchase the alcohol from a distributor, you are required to submit the application at least 3 weeks before the rental date and obtain a Banquet License from Virginia ABC prior to the event: <https://www.abc.virginia.gov/licenses/get-a-license/banquet-licenses/>.
- For your protection, the Fairfax County Park Authority strongly recommends obtaining “Host Liquor Liability” or “Liquor Liability” Insurance if you intend to have alcohol at your event. There are some instances where insurance will be required for your event. If you need more clarification on insurance requirements, please visit the [FCPA Alcohol Policy FAQ webpage](#). If a certificate of insurance (COI) is required for your event or alcohol use, The COI must list the **“Fairfax County Board of Supervisors, Fairfax County Park Authority and its officers, employees and volunteers as additional insured”** under your policy. Make sure the wording on the insurance certificate matches the bolded statement exactly. Please use this address on the insurance certificate: Fairfax County Park Authority, 12055 Government Center Parkway Suite 925 Fairfax, VA 22035
- All Fairfax County Park Authority rules and regulations apply.
- If you made your picnic area reservation online, please submit this ABUA to [FCPAPicnics@fairfaxcounty.gov](mailto:FCPAPicnics@fairfaxcounty.gov).

**Questions** about ABUA process and permits should be directed to your rental location or [FCPAParkPermits@fairfaxcounty.gov](mailto:FCPAParkPermits@fairfaxcounty.gov). *Please note:* This is not where you submit your ABUA application unless you have a park use permit or business activity permit.



**If accommodations and/or alternative formats are needed, please call 703-324-8563, at least 10 working days in advance of the registration deadline or event. TTY 703-803-3354**