

# Alcohol Request Guidelines & Procedures

## City of Chesapeake Parks and Facilities

Alcohol is not permitted at any City of Chesapeake park or recreational facility other than those listed in City of Chesapeake Code 50-20. Alcohol consumption at portions of **Chesapeake City Park, Battlefield Park, Elizabeth River Park, Dismal Swamp Canal Trail, Chesapeake Arboretum, Courtyard Square Park and The Portlock at South Norfolk** may be approved for some festivals, large special events, and large corporate events. Below are the procedures and requirements for alcohol consumption at these select parks:

Submit a request in writing including all details and information addressed to the Director of Parks, Recreation and Tourism along with the completed Outdoor Special Event Permit Application which is available at: [www.cityofchesapeake.net/eventcoordination](http://www.cityofchesapeake.net/eventcoordination) (no additional fee for this permit) to Josh Fisher, City Events Coordinator, at: [Jdfisher@cityofchesapeake.net](mailto:Jdfisher@cityofchesapeake.net).

**If the request is approved by the Director and the Outdoor Special Event Permit is approved by all appropriate parties, the event planner will then be required to:**

1. Acquire general liability insurance with “Host Liquor Liability” coverage for the amount of 1 million dollars combined single limit and list the “City of Chesapeake – 306 Cedar Road, Chesapeake, VA 23322” as additionally insured.
2. Acquire an ABC banquet license from the State ABC Board [www.abc.virginia.gov](http://www.abc.virginia.gov).
3. Pay the \$200 refundable alcohol deposit with park rental payment.
4. Install fencing to create a “beer garden” where alcohol can be consumed. This area must be managed to ensure alcohol does not leave the area and guests are of legal age to consume alcohol. (Fencing may be rented from private event companies.)
5. Provide a security and site plan for approval. (How is the area being controlled?)

If you have any questions regarding the approval process, please contact Josh Fisher, City Events Coordinator at [Jdfisher@cityofchesapeake.net](mailto:Jdfisher@cityofchesapeake.net) or (757) 382-1312.