

ALCOHOL LETTER REQUEST SAMPLE

BUSINESS NAME

CONTACT

ADDRESS

DATE:

Dear Patrick Almeida, Acting Director of Clark County Parks and Recreation

Please accept this letter as our official request to sell alcohol at the following event: (NAME HERE), taking place at (LOCATION HERE) from (EVENT HOURS HERE).

- Alcohol will only be served to event attendees 21+ with proper ID
- Alcohol will only be served from (TIME HERE)
- All alcohol sales will cease 1 hour prior to the events completion.
- All individuals serving alcohol will be TAM certified
- No glass containers will be distributed or provided
- Distribution of alcohol during approved selling hours will be handled through licensed and insured third party liquor/caterer's approved contracted by the renter.
- We understand per our contract that Clark County Parks & Recreation will retain 30% of net proceeds from alcohol sales to be paid within 10 business days upon completion of the event.

We understand we are subject to all park rules and will operate all sales in compliance with all liquor and gaming regulations.

If anything further is needed please contact (NAME HERE) at the following (PHONE/EMAIL HERE).

We look forward to a successful event!

Sincerely;