



TOWN OF MANSFIELD POLICY MEMORANDUM

To: All Citizens and Employees
From: Matthew W. Hart, Town Manager *MWH*
Date: May 9, 2016
Subject: Use of Alcohol on Town Property

I. Purpose

The purpose of this Policy is to provide procedures for the use of alcohol on Town property within a public building, public highway, sidewalk or parking area or on public land, limited to the area of the Storrs Center Special Design District, the campus of the Audrey P. Beck Municipal Building, the campus of the Mansfield Community Center, and the campus of the Mansfield Public Library.

II. Applicability

This Policy applies to all persons intending to include alcohol as part of an event at designated sites as noted in the Purpose. This Policy is intended to allow for the responsible enjoyment of alcoholic beverages as part of an approved event. All required state permits must be obtained, and all Town of Mansfield and state laws and regulations must be followed.

III. Effective Date

This Policy shall be effective immediately and shall remain in effect until revised or rescinded.

IV. Approval Process

As part of the request to host an event, applicants may request to serve alcoholic beverages. Approval is contingent on the applicant securing appropriate State of Connecticut, Department of Consumer Protection, Liquor Control Division permits and approvals. Permission to serve alcoholic beverages at an event on Town property shall be subject to the written approval of the Town Manager pursuant to Section 101-5 of the Mansfield Code of Ordinances.

If alcoholic beverages are to be served, it must be noted on the appropriate Town Facility Use Form, and discussed as part of a planning meeting with Town or Mansfield Downtown Partnership staff, as applicable. An application for a Permit for Consumption of Alcoholic Liquor on Town

Property must also be completed and returned to the Town Manager. All forms can be found on the Town website at www.mansfieldct.org.

An applicant must secure the appropriate State of Connecticut, Department of Consumer Protection, Liquor Control Division temporary liquor permit.

V. On-site Requirements

- A. An applicant must have the area where alcoholic beverages is served to be delineated by a fence (“secure area”) for selling, serving and consumption of said alcoholic beverages. The fence shall completely enclose the area except for space for ingress and egress.
- B. No attendee under twenty one (21) years of age is allowed in the secure area.
- C. Food may be brought into the secure area.
- D. The applicant is responsible to limit attendance to the maximum number of attendees, as determined by the Town Manager, and with approval of the Mansfield Fire Marshal.
- E. Local, state, or University of Connecticut police are authorized to provide additional security if necessary.
- F. No alcoholic beverages may be served in glass containers.
- G. At least one Connecticut certified bartender shall be present at each outdoor area during all times of operation.
- H. The applicant shall have an adult member of organization check the identification of all persons entering the alcoholic beverages area.
- I. The enclosing fence shall be two four-foot fences placed at least seventy-two (72) inches apart. The fence shall be snow fencing or an equally impenetrable material.
- J. One or more security personnel shall be on duty at all times during the operation of the area to prevent entry of minors or intoxicated people into the area and to prevent alcohol beverages from being carried out or passed out of the fenced in area.
- K. An applicant shall provide a reasonable number of signs indicating that drinking alcoholic beverages is prohibited on Town and State roads and public ways, and that the Town of Mansfield ordinances prohibit carrying out open containers containing alcoholic beverages from designated areas.

VI. Insurance

A certificate of insurance for “Alcohol Liability” coverage in the minimum amount of \$1,000,000 which specifies the “Town of Mansfield its officers, employees and agents as additional insured” must be submitted to the Town Manager. Some events may be required to carry additional coverage where a high risk factor is anticipated. This insurance requirement may be met through a licensed caterer. A copy of Insurance Coverage must be submitted 15 days prior to the event.