



CITY OF NOVI
ALCOHOL ALLOWANCE POLICY
NOVI CIVIC CENTER, TOWNSHIP HALL and
NOVI PUBLIC LIBRARY

Alcohol consumption is prohibited during regular business hours

Civic Center & Township Hall - Monday through Friday, 8:00 am - 5:00 pm

Library - Monday through Thursday, 10:00 am - 9:00 pm
Friday and Saturday, 10:00 am - 5:00 pm
Sunday 1:00 pm - 5:00 pm (September - May)

Private Events

- Liquor License **NOT** required
- Copy of Sponsor's Personal Liability Home owners, Condominium Owners, or Renters Liability Policy **IS** required
- Licensed Bartender for parties over 25 in attendance

Non-Profit Special Events

- Special Event Liquor License **IS** required
- Copy of Certificate of Insurance (\$500,000 per occurrence and minimum aggregate coverage of \$1,000,000 including \$1,000,000 alcohol liability coverage / City of Novi, City council, officers, agents and employees names as additional insured) **IS** required.

A deposit fee of \$1000 (credit card) is due at the time the Alcohol Use Application is submitted. **ENGAGEMENT IS NOT CONFIRMED UNTIL PAYMENT, USE APPLICATION, AND SPECIAL EVENT LICENSE (if applicable) ARE RECEIVED AND APPROVED BY THE CITY.**

Applicant must be 21 years of age or older and accept responsibility for their guests. Applicant must be present for the entire engagement.

When 25 or more people are in attendance, a bartender who has completed a Michigan Server Training Program is required.

Alcoholic beverage service shall stop 30 minutes prior to the end of the engagement.

No alcohol shall be stored in the building.

No one under 21 years of age shall consume alcohol on the premises.

Guests shall **ONLY** use the area that is reserved (except for restrooms).

Alcohol shall be consumed in the reserved room ONLY.

No person employed by the City of Novi can be privately hired for the engagement.



**CITY OF NOVI
ALCOHOL USE APPLICATION
NOVI CIVIC CENTER, TOWNSHIP HALL AND
NOVI PUBLIC LIBRARY**

DATE OF EVENT: _____ TIME: _____ to _____

LOCATION: CIVIC CENTER _____ LIBRARY _____

DESCRIPTION OF EVENT: _____

BARTENDER MICHIGAN SERVER TRAINING PROGRAM CERTIFICATION:

ROOM RESERVATION APPLICATION: APPROVED _____ DENIED _____

EVENT APPLICANT / ORGANIZATION NAME: _____

ADDRESS: _____

CITY/STATE/ZIP CODE: _____

TELEPHONE: _____ MOBILE: _____

EMAIL: _____ FAX: _____

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As the applicant for self, organization, or group applying for permission for alcohol allowance for either the Novi Civic Center or Novi Public Library, the applicant agrees to comply with the City of Novi Alcohol Allowance Policy (copy attached).

Applicant's Signature _____ Date: _____

Novi Police Department Approval _____ Date: _____

City Administration Approval _____ Date: _____