CITY OF PHILADELPHIA
OFFICE OF SPECIAL EVENTS

ALCOHOL MANAGEMENT PLAN GUIDELINES

Event producers wishing to sell or sample alcoholic beverages at events taking place on City property must submit a comprehensive Alcohol Management Plan with their completed Special Events Application. The Alcohol Management Plan must be submitted at least (30) days in advance of the event date, and must include the following:

- Pertinent event details including event name, date, location, start/end time, expected attendance, etc. Other event information specifically pertaining to alcohol service must include:
  - Alcohol service start/end times.
    - Alcohol service must cease no later than one hour prior to published event end time.
  - Vendor or caterer providing service.
  - Total capacity of “beer garden” or alcohol service area at any one time.
    - If capacity is larger than (200) people, organizer must install a double-fence barrier with a radius of at least 6 feet from the alcohol service area.
  - Total number and placement of restrooms in the service area.
  - Total number of alcoholic beverages permitted per transaction (no more than two beverages per transaction maximum).
  - Description of how beverages are served (plastic cups, opened cans, etc.)
    - Service in glass containers or unopened cans will not be permitted.
  - Size (in fluid ounces) of individual serving containers (12oz., 16oz., etc.)

- Event organizational chart and reporting structure, including:
  - Include roles and responsibilities relating to the Alcohol Management Plan, as well as contact information for key staff.
  - Provide name and contact information for an onsite liaison for City staff and PPD.

- Defined perimeter for “beer garden” or alcohol service area, including:
  - Barricade/fencing plan (maps and visuals are encouraged).
  - Total size of service area (in square feet).
  - Number, placement and width (in feet) of all entry/exit gates.

- Comprehensive security plan that includes the following:
  - Name and direct contact information for private security vendor/contractor (if applicable).
  - Total number of security guards/event staff to be stationed at each “beer garden” or alcohol service area.
    - Security must be stationed at all entry/exit points to prevent removal of alcoholic beverages from the premises.
  - Written ID and wristband policy (examples of wristbands should be provided).
- Wristbands should be tamper-resistant and unique by day (if applicable).
- Handheld scanners, POS systems, or other technology capable of identifying fake ID’s are encouraged.
- Fake ID’s are to be confiscated and turned over to PPD.
  o Specific removal policies and procedures.
  o Specific plans to eliminate service to minors and clearly intoxicated persons.
  o Reporting protocol to PPD in the event of an incident.

**ADDITIONAL CONSIDERATIONS**

- Additional security may be required to conduct searches upon entry/re-entry to the event to prevent individuals from bringing alcohol into the venue/facility.

- Event organizers may be required to provide adequate additional security to deal with intoxication, behavior associated with such, and general enforcement of policies and safety.