

# DOUGLAS COUNTY ALCOHOL PERMIT APPLICATION FORM

Fairgrounds Management / Douglas County Maintenance Department  
1930 Harper Street, Lawrence, KS 66046  
785-832-5296 | Fax: 785-842-5262

<https://www.douglascountyks.org/depts/maintenance/services/fairgrounds>



Submittal Date:

Office Use:  
Reservation No.

*\*A completed application and fee must be submitted a minimum of 28 days prior to the event date.*

*\*\*Only those individuals and entities identified in the event permit are authorized to serve or provide alcoholic liquor, wine, beer, or cereal malt beverages at the Fairgrounds premises.*

## [APPLICANT INFORMATION \[SECTION A\]](#)

Applicant Name:		Organization Name:		
Mailing Address:		City:	State:	Zip Code:
Phone Number:	Cell Number:	Alt Phone Number:	Email Address:	

\*A Fairgrounds Rental Agreement must be completed and approved by Fairgrounds Management before a permit will be processed.

## [EVENT INFORMATION \[SECTION B\]](#)

Event Date(s):	Requested Location:
to	
Description of Event (including any special activities/equipment):	
Estimated attendance:	Public or private:

Once you are issued an event permit, this authorization is solely for serving, consuming, possessing, and/or carrying alcohol and does not allow for the sale of alcohol.

- Once you have an event permit, alcoholic liquor (ex: rum, whiskey), wine, beer, and cereal malt beverages (ex: 3.2% beer) shall only be served, consumed, possessed, or carried upon those areas of the Fairgrounds premises as designated in the event permit.
- Unless otherwise stated in an event permit, alcoholic liquor, wine, beer, and cereal malt beverages may only be served, consumed, possessed, or carried upon the designated areas of the Fairgrounds between the hours of 11:00 a.m. and 11:30 p.m. on Fridays and Saturdays and 11:00 a.m. and 9:30 p.m. on Sundays through Thursdays. All alcoholic liquor, wine, beer, and cereal malt beverages must be removed from public view and not available for consumption during all other times.
- Anyone serving, consuming, possessing, or carrying alcoholic liquor, wine, beer, or cereal malt beverage on the Fairgrounds premises must comply with all applicable state and local laws.
- Understand that only those individuals and entities identified in the event permit are authorized to serve or provide alcoholic liquor, wine, beer, or cereal malt beverages at the Fairgrounds premises. Violation of this policy will result in forfeiture of rental fee, damage deposit and immediate closure of the event.
- Prohibitions:
  - Alcoholic liquor, wine, beer, and cereal malt beverages are PROHIBITED on the Fairgrounds premises during events given or hosted for persons under 21 years of age. Misrepresenting the nature of the event could result in closing the event and forfeiture of all fees.
  - Alcoholic liquor, wine, beer, and cereal malt beverages are PROHIBITED on the Fairgrounds premises during the Douglas County Fair or any 4-H event.
- The County Administrator or their designee reserves the right to deny any event permit.

<b>Applicant Signature</b>	<b>Date</b>
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TO BE COMPLETED BY ADOUGLAS COUNTY EMPLOYEE

REGISTRATION CHECKLIST AND APPROVAL

SECTION A COMPLETED

SECTION B COMPLETED

\$25.00 Permit Fee Collected

Approved Rental Agreement

Reviewed by Fairgrounds Management DATE:

County Administrator APPROVAL: DATE

REVIEW COMMENTS: (Comments that extend to a separate page are incorporated into approval)

**Approval Date:**

Fairgrounds Management

County Administrator

Conditions of Approval: