

REQUIREMENTS TO SERVE ALCOHOL



PAVILION AT OVERLOOK PARK **200 MORGAN FALLS ROAD**

- A Special Event Application must be submitted 30 days in advance. A Tier II Special Event Permit is needed and the price for this permit is currently \$250.
- An Alcohol Permit is needed. The fee is currently \$50.
- An insured Caterer, Bartender or Server with an active alcohol permit must serve any alcohol. Residents, Customers or Guests are not allowed to serve alcohol.
- If the contracted Caterer, Bartender or Server refuses to provide Insurance, the Resident/Customer must submit proof of Insurance with a minimum of \$300,000 personal injury per person, \$1,000,000 maximum and \$100,000 property damage, per the Tier II Special Events application.
- You are required to make arrangements with Sandy Springs Police for an Off Duty Police Officer who must be present during the event.
- The event reservation can only take place between 6 p.m. and 8 p.m. The Pavilion may be reserved up to 10 p.m. with an additional hourly fee of \$100 for each additional hour after 8 p.m.
- No Weddings or Wedding Receptions are permitted in the Park. No music or amplified sound is allowed in the park.

You can access the special event application at online: spr.gs/specialevents