THE CITY OF
COLUMBUS
ANDREW J. GINTHER, MAYOR

RECREATION AND PARKS
DEPARTMENT

CITY ALCOHOL LEGISLATION FACT SHEET

Event Coordinator must obtain a letter from the non-profit organization that will hold the event liquor license.

The letter composed on a non-profit group's letterhead must include:

- the festival name;
- organization name;
- primary contact, e-mail address and phone number for the organization;
- address where City Council ordinance should be sent;
- location, including all streets, where alcoholic beverages are to be sold during the event;
- event date(s);
- a statement certifying the acceptance of responsibility for the sale of alcoholic beverages;
- a statement certifying that the event has a minimum of $1 million general liability insurance that also includes alcohol coverage and lists the City of Columbus as an additional insured.

Forward letter to:

Ron Keller
Office of Special Events
Columbus Recreation and Parks
1111 East Broad Street, Suite 101
Columbus, Ohio 43205-1303

If you have any questions, please call 614-645-3332 or e-mail to rekeller@columbus.gov