

Common Consumption Area Application

Please ensure that this application is submitted a minimum of 14 days prior to the event date to activate the common consumption area. This form is designed to help your event meet all City regulations.

Event Information:

Event Name: _____

Event Address: _____

City: _____ State: _____

Zip Code: _____

Property Owner: _____

Proposed Date From: _____

Proposed Date To: _____

Proposed time From: _____

Proposed time To: _____

Event type:

- Fundraising or non-commercial events for nonprofit, religious, educational, or community service organizations
- Promotional activities, block parties, or devices intended to attract attention to a specific place, business, organization, event, or district
- Public events intended primarily for entertainment or amusement, such as concerts, festivals, parades

Do you intend to utilize the common consumption area?

- Yes
- No

What drinking establishments will be participating?

Define the geographic boundaries of the consumption area?

Map of the geographic boundary.

(Attach a map highlighting the common consumption area to be utilized)

Common Consumption Guidelines:

- All drinking establishments that wish to participate in common consumption area must apply with the Kansas Department of Revenue on an annual basis.
- Downtown Ottawa Common Consumption Area is open once an application has been approved for an event.
- Only alcoholic beverages purchased in a licensed establishment are allowed in the Common Consumption Area.
- Businesses or entities wishing to participate must be located within or adjacent to the Downtown Ottawa Common Consumption Area. For those that are within or adjacent to the district, businesses or entities must be licensed or authorized to sell alcohol with the State of Kansas. Following that provision, the entities or organizations must apply to the Kansas Alcoholic Beverage Control (ABC) for a permit to participate in the Common Consumption Area. ABC form 838 is the appropriate application form.
- Businesses or entities participating in the Downtown Ottawa Common Consumption Area must serve drinks in non-glass containers bearing their trademark, logo, or other identifying mark clearly visible, to be carried into the area.
- Businesses and entities are only responsible for liquor violations that occur on their property.
- Participants may not leave the Common Consumption Area with an alcoholic beverage unless it is properly sealed according to State law. The district's boundaries are marked with signage and lines that indicate where the boundaries begin and end.
- Business owners retain discretion on whether to allow patrons into their establishments with alcoholic beverages purchased at another location.
- A non-profit cannot participate in a Common Consumption Area unless they are located in or adjacent to the area, have a temporary permit issued by the state, ABC Form 892, and have an approved application to participate in the Common Consumption Area, ABC Form 838
- The Department of Revenue, Alcoholic Beverage Control, has a Handbook for Common Consumption Area Permits. That information can be found online at <https://www.ksrevenue.gov/abchbcomconsumption.html>

For additional information or questions please contact the City Clerk at cityclerk@ottawaks.gov or 785-229-3617.

The applicant named above hereby applies to activate the Common Consumption Area on the specified date(s) and location(s). By submitting this application, the applicant agrees to comply with all local and state requirements.

Date of Application: _____

Permit Holder (Print Name): _____

Permit Holder (Signature): _____