



Procedures, Regulations and Guidelines for Obtaining Consent to Serve Alcohol

Any future mention of alcohol going forward will refer to beer or wine only. The requesting group or organization agrees to abide by the following procedures, regulations and guidelines in requesting approval to serve alcohol on Henry County Parks and Recreation property:

Cotton Fields Golf Club Event Center Process:

- “Request to Serve Alcoholic* Beverages” must be completed and signed by an authorized person of the group or organization and returned to Henry County Parks and Recreation by the first of the month and at least 30 days prior to the event.
- The Henry County Parks and Recreation Advisory Board must pre-approve the Request form.
- All sections of the Request to Serve Alcoholic* Beverages form must be completed by group or organization prior to submitting for approval.
- Group or organization must obtain a City Single Event Alcohol Permit from the City of McDonough in order to sell alcohol*.
- The group or organization must obtain a Police Officer at the expense of the renter and there is a 4 hour minimum.

Jason T. Harper Event Center Process:

- “Request to Serve Alcoholic* Beverages” must be completed and signed by an authorized person of the group or organization and returned to Henry County Parks and Recreation by the first of the month and at least 30 days prior to the event.
- The Henry County Parks and Recreation Advisory Board must pre-approve the Request form.
- All sections of the Request to Serve Alcoholic* Beverages form must be completed by group or organization prior to submitting for approval.
- Once group or organization has obtained approval from the Advisory Board, group or organization must obtain permission from the Henry County Planning and Zoning Department.
- Group or organization must obtain a City Single Event Alcohol Permit from the City of McDonough in order to sell alcohol*.

Locust Grove Event Center Process:

- “Request to Serve Alcoholic* Beverages” must be completed and signed by an authorized person of the group or organization and returned to Henry County Parks and Recreation by the first of the month and at least 30 days prior to the event.
- The Henry County Parks and Recreation Advisory Board must pre-approve the Request form.
- All sections of the Request to Serve Alcoholic* Beverages form must be completed by group or organization prior to submitting for approval.
- Bartender must have a pourer’s license from Henry County.
- The Facility Coordinator will obtain a City of Locust Grove Police Officer at the expense of the renter in the amount of \$25.00 per hour with a minimum of 4 hours.

Nash Farm Park Process:

- “Request to Serve Alcoholic* Beverages” must be completed and signed by an authorized person of the group or organization and returned to Henry County Parks and Recreation by the first of the month and at least 30 days prior to the event.
- The Henry County Parks and Recreation Advisory Board must pre-approve the Request form.
- All sections of the Request to Serve Alcoholic* Beverages form must be completed by group or organization prior to submitting for approval.
- Once group or organization has obtained approval from the Advisory Board, group or organization must obtain permission from the Henry County Planning and Zoning Department.
- Group or organization must obtain a Single Event Alcohol Permit from the State of Georgia in order to sell alcohol*.
- Bartender must have a pourer’s license from Henry County.
- The group or organization must obtain a Police Officer at the expense of the renter and there is a 4 hour minimum.

*Alcohol = Beer or Wine Only

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