



MEMORANDUM Management Services Department – Council Memo No. MR16-005

DATE: AUGUST 13, 2015

TO: MAYOR AND COUNCIL

THRU: MARSHA REED, ACTING CITY MANAGER *MR*
 DAWN LANG, MANAGEMENT SERVICES DIRECTOR *DL*
 MATTHEW DUNBAR, REVENUE AND TAX MANAGER *MD*

FROM: BONNIE BODDY, CUSTOMER SERVICE SUPERVISOR *BB*

SUBJECT: SPECIAL EVENT LIQUOR LICENSE
 CHANDLER CHAMBER OF COMMERCE

RECOMMENDATION

Staff recommends Council forward a recommendation for approval of a Special Event Liquor License for Chandler Chamber of Commerce, and further, that approval be given for the City of Chandler Special Event Liquor License.

DISCUSSION

An application for a Special Event Liquor License has been submitted by Chandler Chamber of Commerce for the Chandler 100 event on Tuesday, October 27, 2015, from 5:30 p.m. until 9:30 p.m., located at Chandler Center for the Arts, 250 N. Arizona Avenue.

With a Special Event Liquor License, the organization can sell all alcoholic beverages within the confines of the event during the designated event periods.

The Police Department reports no objections to the issuance of this license. The special event liquor fee has been paid; however, as this applicant is a non-profit organization, no sales tax license is required.

PROPOSED MOTION

Move for recommendation to the State Department of Liquor Licenses and Control for approval of the Special Event Liquor License, for Chandler Chamber of Commerce on Tuesday, October 27, 2015, from 5:30 p.m. until 9:30 p.m., located at Chandler Center for the Arts, 250 N. Arizona Avenue, and approval of the City of Chandler Special Event Liquor License.

Attachment: A - Map of Event

Contact/Responsible Party Name:

Chandler Center
for the Arts

Phone Number:

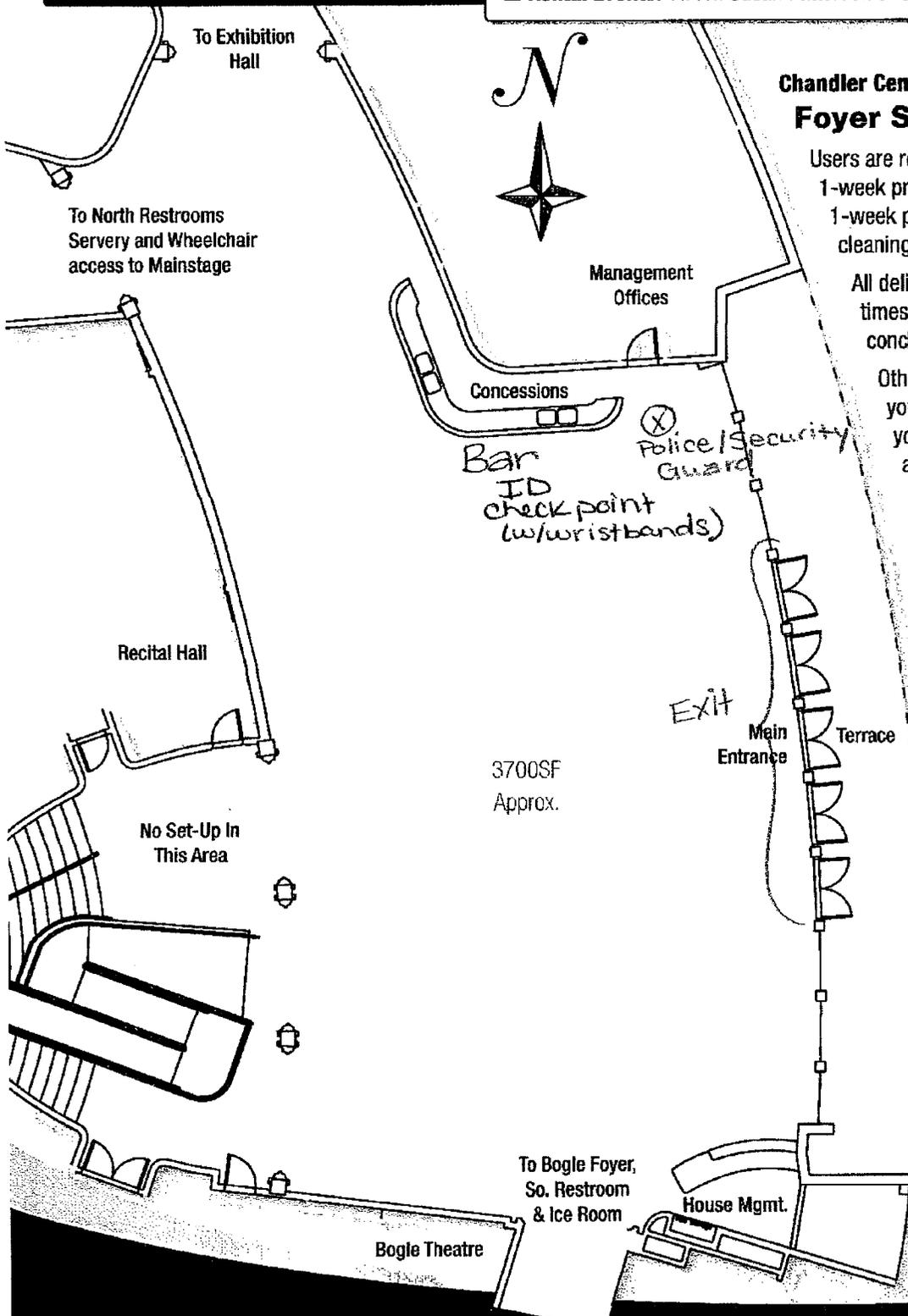
E-mail:

Event Name & Date:

Fax completed set-up plan to:
480.782.2684

Please check ONE:

- School Events: ATTN: Jimmie Byrd or Jimmie.Byrd@chandleraz.gov
- Rental Events: ATTN: Susan Patterson or Susan.Patterson@chandleraz.gov



**Chandler Center for the Arts:
Foyer Set-up Plan**

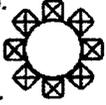
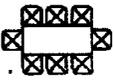
Users are required to provide a completed plan 1-week prior to event. If a plan is not received 1-week prior, user is responsible for all set-up, cleaning and restoration.

All deliveries must occur within the scheduled times and all items should be removed at the conclusion of the event.

Other events may occur concurrent with your event. Only the spaces confirmed on your approved request form or contract are available.

Equipment Inventory

All equipment is subject to change and availability. Please use map on left to illustrate your needs.

- 22 – 60" Round Tables seats 8 
- 28 – 6' Banquet Tables seats 8 
- 100 – Chairs
- 10 – 24" Hi-Top Tables 

Check below if needed:

- 1 – Lectern w/Microphone
- 1 – Wireless Hand Held Mic
- 1 – 6' x 6' Screen
- 1 – 9' x 12' RP Screen