

Requirements for event planners

Planning alcohol distribution on city premises

In accordance with the Nacogdoches city ordinance, (https://library.municode.com/tx/nacogdoches/codes/code_of_ordinances?nodeId=PTIICOOR_CH18BU_ARTIIALBE) the City Manager may grant a special event permit to allow for the consumption, possession, and/or sale of alcoholic beverages at a City Facility. To be considered for approval, the event host must provide the following as part of the authorization process:

1. Pre-purchased by consumers and brought to an event (ex. Coolers)
 - a. Satisfactory proof of liability insurance in compliance with the Texas Alcoholic Beverage Code to be purchased by event host to include date and hours of service.
 - b. Map of consumption area (sample attached)
 - c. Communicate NO GLASS containers allowed.

~OR~

2. Sale of alcoholic beverages during an event
 - a. Secure a state licensed vendor or permit holder (catering) under the Texas Alcohol Beverage Code (TABC) in accordance with state law to sell alcoholic.
 - b. Our regional contact for TABC can be contacted at:
(<https://www.tabc.texas.gov/services/abc-licenses-permits/>)
 - c. The completed application must be returned to TABC for final approval of sale of alcohol by licensed vendor or permit holder.
 - d. Satisfactory proof of liability insurance and compliance with the Texas Alcoholic Beverage Code to be purchased by caterer to include date and hours of service
 - e. Map of consumption area (Sample provided)
 - f. Communicate NO Glass containers

Once an event host/planner has secured the above, the event permitting department will send to the City Manager for final approval of consumption, possession, and/or sale of alcoholic beverages on a City Facility.

For submission of above forms and additional information, contact Shelby Lero at shelby@visitnacogdoches.org or call 936-564-7351.