



**City of Huntington Beach**  
**Community Services Department**  
2000 Main Street, Huntington Beach, CA 92648-2702  
(714) 536-5486

**Alcohol Use Information for Clubhouse Rental**  
**Per Municipal Code Chapter 9.84 Alcohol Use Permit**

**PURPOSE:**

The purpose of this information is to provide definitions and adopt uniform regulations for the use and consumption of beer and wine and similar alcoholic beverages within public buildings. Specifically excluded from this purpose is the use of distilled spirits.

**DEFINITION:**

The following terms shall have the meaning indicated below:

- “*Alcohol*” means ethyl alcohol, hydrated oxide of ethyl, or spirits of wine, from whatever source by whatever process produced.
- “*Alcoholic beverage*” includes alcohol, spirits, liquor, wine, beer and every liquid or solid containing alcohol, spirits, wines or beer, and which contains one-half of one percent or more of alcohol by volume and which is fit for beverage purposes either alone or when diluted, mixed, or combined with other substances.
- “*Distilled spirits*” means alcoholic beverage obtained by the distillation of fermented agricultural products, and includes alcohol for beverage use, spirits of wine, whiskey, rum, brandy, gin, vodka, and including all dilution and mixtures thereof.
- “*Beer*” means any alcoholic beverage obtained by the fermentation of any infusion or decoction of barley, malt, hops, or any similar product, or any combination thereof in water, and includes ale, porter, brown, lager beer, small beer, and strong beer but does not include Sake, known as Japanese rice wine.
- “*Wine*” means the product obtained from normal alcoholic fermentation of the juice of sound, ripe grapes, or other agricultural products containing natural or added sugar or any such alcoholic beverage to which is added grape brandy, fruit brandy, or spirits of wine, which is distilled from the particular agricultural products of which the wine is made, and other rectified wine products, and by whatever name, and which does not contain more than 15 percent added flavoring, coloring, and blending material, and which contains not more than 24 percent of alcohol by volume and includes Vermouth and Sake.

**APPLICATION:**

Application for alcohol use shall be made to the City Manager, in writing, signed by the applicant and shall contain the following statements and information:

- Name and address of applicant
- Name of the facility the applicant seeks to occupy
- Type of function, hours, and date
- Number of persons expected to attend

A non-refundable application fee, set by resolution, shall accompany each application.

The application must be made forty-five (45) days in advance of the planned activity.

No authorization for alcohol use will be given to a person who is not of good character or reputation.

Copies of the application shall be delivered to the Department Director, Police Department, and City Manager for approval.

**REQUIREMENTS:**

When serving alcohol during the event, the following requirements shall be met and shall be the responsibility of the applicant:

- If a determination is made by the City Manager, any department director, or the Police Chief that extra labor shall be required at the activity, the cost of said labor shall be estimated and a like

amount deposited with the Finance Department at least thirty (30) days prior to the scheduled activity, according to current fees set by resolution.

**REQUIREMENTS WHEN CHARGING A FEE FOR ALCOHOL OR CHARGING A FEE FOR ENTRANCE TO THE FUNCTION:**

- A one-day permit must be obtained from the Alcohol Beverage Control Department and a copy given to the Community Services staff at least two (2) weeks prior to the planned activity. Failure to do so will automatically cancel your event. Please contact the following for more information:

State of California  
Alcohol Beverage Control Department  
Santa Ana District Office  
28 Civic Center Plaza, Room 379  
Santa Ana, CA 92701  
(714) 558-4101

**PROHIBITED ACTIVITIES:**

The following activities are hereby prohibited when serving alcohol. **There shall be no:**

- Beer, wine, or distilled spirits containing more than 24% alcohol by volume served
- Alcohol or alcoholic beverages shall be served to minors
- Minors present unless accompanied by a parent, an adult relative or legal guardian
- Concurrently scheduled youth activities in the same facility
- Alcohol or alcoholic beverages served after:
  - Lake Park & Harbour View Clubhouse: Sunday – Saturday 9:00 p.m.
  - Newland Barn: Sunday – Thursday 9:00 p.m., Friday and Saturday 10:00 p.m.
- Leftover food or beverages allowed to remain on premises
- Structural or electrical alterations to the premises
- Removal of chairs, tables or other furniture
- Person remaining on the premises after:
  - Lake Park & Harbour View Clubhouse: Sunday – Saturday 10:00 p.m.
  - Newland Barn: Sunday – Thursday 10:00 p.m., Friday and Saturday 11:00 p.m.
- Use of the premises other than noted on the rental application
- Consuming alcohol in the park or in the parking lot. HBMC 13.48.110

**MANDATORY CONDITIONS:**

When serving alcohol during an event the following requirements shall be met and shall be the responsibility of the applicant:

- Beer, Wine, and Champagne only.
- Serving of alcohol is limited to five (5) hours and must be specified on the application.
- Alcohol consumption must end a minimum of one-hour before the event ends.
- Alcohol usage is restricted to the permitted hall only.
- Two (2) security guards per 100 people in attendance AND three (3) security guards per 101+ must be on site. The guards must be uniformed and from a licensed and bonded company that has liability insurance on file with the city. A copy of the contract for security is required thirty (30) days prior to the event.
- Uniformed security must arrive one (1) hour prior to guest's arrival or one-half hour (1/2) prior to alcohol arriving at location, whichever is first.
- Uniformed security must be present at the designated time or the event will be cancelled and all fees and charges forfeited.

I \_\_\_\_\_ understand that violation of the above-mentioned rules may result in the forfeiture of my rental deposit.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date