

Memo

To: Local Liquor Authority

From: Mindy Andis, Town Clerk

Date: April 7, 2026

Re: Town of New Castle Special Event Liquor Permit for Captain William H. "Pyro" Dubois Jr. Memorial Pilot Training Scholarship Fund, May 25, 2026

Request: The Special Event Staff of the Captain William H. "Pyro" Dubois Jr. Memorial Pilot Training Scholarship Fund requests a special events liquor license for Pyro's Push It up River Trail Run on May 25, 2026, located in Grand River Park.

Background: The Staff of the Captain William H. "Pyro" Dubois Jr. Memorial Pilot Training Scholarship Fund filed the application on February 17, 2025. The public hearing has been properly noticed. The application is properly completed.

Recommendation: If Council's consensus is to approve the attached application for a special event liquor permit for the Staff of the Captain William H. "Pyro" Dubois Jr. Memorial Pilot Training Scholarship Fund, the Clerk's Office staff recommends that Council consider the following condition(s):

Although the application requests a permit time 6:00 a.m. to 2:00p.m. on May 25, 2026, staff recommends that alcohol be served until 1:30 p.m., and alcohol be allowed on premises until 2:00 p.m.

Policy Implications: The policy implication of Council's approval of this special event license is that the Staff of the Captain William H. "Pyro" Dubois Jr. Memorial Pilot Training Scholarship Fund shall have the authority to serve, sell or distribute malt, vinous and spirituous liquors for on-premises consumption at Pyro's Push It up River Trail Run on May 25, 2026, from 6:00 a.m. to 2:00 p.m.

Budget Implications: Adopting staff's recommendation would increase sales tax revenues. Even though the applicant is a non-profit organization, it is required to collect and remit sales tax on beer sales.

Mindy Andis, CMC

Department Head (signature)