

# Memo

**To:** Local Liquor Authority

**From:** Mindy Andis, Town Clerk

**Date:** 6.3.2025

**Re:** Town of New Castle Special Event Liquor Permit for the September 12 & 13, 2025 Burning Mountain Festival

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**Request:** The Special Event Staff of the Town of New Castle requests a special events liquor license for Burning Mountain Festival, on September 12 & 13, 2025 located in Burning Mountain Park at 157 W. Main Street.

**Background:** The Town of New Castle Special Event Coordinator, Kelley Cox, filed the application on April 21, 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 Town of New Castle, the Clerk's Office staff recommends that Council consider the following condition(s):

- That although the application requests a permit time until 10:00 p.m. on September 12 & 13, 2025 (Burning Mountain Festival), staff recommends alcohol be served until 9:30 p.m., and alcohol be allowed on premises until 10:00 p.m.
- That a 100% ID check be performed (beer tickets will be sold in a separate booth from the beer tent) and that wristbands or hand stamps be provided to those persons 21 or older.

**Policy Implications:** Council's approval of this special event license will provide the town with the authority to serve, sell or distribute malt, vinous and spirituous liquors for on-premises consumption at Burning Mountain Festival on Friday September 12, 2025, from 5:00 p.m. to 9:30 p.m., and Saturday, September 13, 2024, from 4:00 p.m. to 9:30 p.m.

Clerk's Office staff will man the beer tent along with two yet-to-be-determined volunteers. Clerks Office staff is ServSafe (TiPS) certified.

**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 garden sales.

Mindy Andis, CMC

Department Head (signature)