

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 July 31, 2025 & August 28, 2025, Sampling Garden – Community Market

Request: The Special Event Staff of the Town of New Castle requests a special events liquor license for Sampling Garden during the Community Market, on July 31, 2025, and August 28, 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 8:00 p.m. on July 31, 2025 and August 28, 2025, (Community Market), staff recommends alcohol be served until 7:30 p.m., and alcohol be allowed on premises until 8:00 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 Community Market on Thursday July 31, 2025, from 4:00 p.m. to 7:30 p.m., and Thursday, August 28, 2025, from 4:00 p.m. to 7:30 p.m.

Employees from the liquor stores will be in the Sampling Garden overseeing the samplings. Employees from the liquor stores are ServSafe (TiPS) certified.

Budget Implications: Adopting staff's recommendations would increase sales tax revenues. Even though the applicant is a non-profit organization.

Mindy Andis, CMC

Department Head (signature)