



CITY OF DURHAM | NORTH CAROLINA

Date: July 18, 2011

To: Thomas J. Bonfield, City Manager
Through: Theodore L. Voorhees, Deputy City Manager
Rhonda B. Parker, CPRP, Parks and Recreation Director *R Parker*
Joy L. Guy, CPRP, DPR Assistant Director, Administrative Services *Joy L Guy*
From: Gina M. Morais, CPRP, Recreation Manager *Gina M Morais*
Subject: Request to Appear – Ms. Tonya Ford

Ms. Ford will be appearing before City Council at a work session on Thursday, July 21, 2011 to request authorization to serve alcohol on August 13, 2011 at the plaza on top of the Durham Center Parking Garage (Durham Center Plaza) during a Pink Tie Gala. The requestor has been in communication with the reservations staff about the completion of the following tasks:

- Full payment (deposit & use fee) and completion of rental paperwork by 7/20/11
- Submit and obtain a Special Event Permit from the Police Department by 7/29/11
- Coordinate off-duty officers for the event by 7/29/11
- Submit a certificate of insurance naming the City as an additional insured by 7/29/11

Provided the above are completed as scheduled the Department supports the request to serve alcohol during the scheduled event. City Ordinance, Chapter 38, Article 1, Section 21, "Alcoholic Beverages": - Possession and consumption in public buildings and parks provides authority and requirements for obtaining permits. The request to serve alcohol has been approved in the past by City Council for this type of event.

Thank you for your consideration and please let me know if any additional information is desired.