

The Aberdeen Parks and Recreation Department staff is here to assist you with making your rental an enjoyable experience. Listed below is information that will assist you in preparing for your special event.

### **ABC Special One Time Permit Information**

The NC ABC Commission in Raleigh requires either a Special One Time Permit or a Limited Occasion Special Permit for most events where any type of alcohol is served. Please consult with the NC ABC Commission about which kind of permit is required for your event. While NC law does not require an ABC permit for events where parties bring beer or wine themselves and no alcohol is sold, the Town of Aberdeen requires a Limited Special Occasion Permit or other permit as required by the ABC Commission for all events where any type of alcohol is served.

The application forms for permits are available online at <http://www.ncabc.com/permits/default.aspx>. To apply for a permit, select the permit that is required to download the permit, or you may call the ABC Commission at (919) 779-0700 to request an application.

The permit application and permit fee are paid directly to the ABC Commission in Raleigh. A copy of the approved permit must be received by the Aberdeen Parks and Recreation Department prior to your scheduled event in the Recreation Station. The Permit must be displayed in the Recreation Station during the entire time of your rental.

### **Aberdeen Police Request Information**

A Police Officer is required for all functions where any beer, wine, champagne, or liquor is served in the Recreation Station. No sale of any of these items is permitted in the Recreation Station. Contact Todd Weaver at the Aberdeen Police Department to schedule an off duty officer for your function. Deputy Chief Weaver can be reached at 944-9721. The renting party is responsible for paying the officer for his/her hours of service.

If you have additional questions, please call Aberdeen Parks and Recreation Department at 944-7275.

