



(DOT) Airport Alcohol Policy for Events

Effective Date: June 28, 2005

Owner	Board of Commissioners (BOC)
Reviewer(s)	DOT Airport Division Manager, DOT Director, County Attorney, County Manager
Approver(s)	DOT Director
Related Policies	N/A
Related Standards	N/A
Storage Location	Clerk's Office via Agenda Item
Last Review Date	10/23/2018
Next Review Date	N/A
Review Cycle	Document is updated as needed; no regular cycle established
Employee Acknowledgement	N/A

1. PURPOSE

On June 28, 2005, the Board of Commissioners approved the Airport Alcohol Policy for Events, which outlines the approval process required for serving alcohol during events held at Cobb County International Airport - McCollum Field (Airport), to assure the safety and security of individuals and property on the Airport. The current approval process includes review of event plans by the Airport Manager first, followed by the Department of Transportation Agency Director, and concludes with approval by the Board of Commissioners.

On February 27, 2018, the Board approved amendments to the Official Code of Cobb County, which included the Airport as an authorized County facility that may host closed function events serving alcohol without charge.

2. SCOPE

This policy applies to all County agencies, elected offices, departments, full-time, part-time and non-employees (temporary employees, volunteers, service providers, vendors, contractors, and any other entities). If you have questions regarding this policy, contact the Airport Division Manager.

3. GOVERNING LAWS, REGULATIONS & STANDARDS

Guidance	Section
Georgia Open Records Act	O.C.G.A. 50-18-70, et Seq.
Official Code of Cobb County	Chapter 6 (Alcoholic Beverages)
Georgia Archives as adopted by County Code	https://www.georgiaarchives.org/records/retention_schedules
And all other applicable laws and regulations	

4. DEFINITIONS

N/A

5. POLICY

Events taking place at McCollum Field may vary widely on their impact to operations and customers; therefore, a review and approval process is necessary to assure the impacts of the events will be controlled. Alcohol is a regulated substance and its presence at the Airport requires an even higher degree of oversight. Given this, events at the airport where alcohol will be served and/or sold will be limited to six times per year. Any event at the airport must serve to promote the airport and/or aviation generally.



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An Airport Operator who desires to sponsor an event where alcoholic beverages will be served and/or sold at the Airport must submit to the Department of Transportation Agency Director, or his or her designee, a letter requesting approval. The letter should include the specifics of the proposed event, including its purpose, its physical boundaries, the estimated number to attend, a statement of how the event will promote the airport, aviation, and/or its based businesses, and any other pertinent information.

If the request is approved by the Department of Transportation Agency Director, or his or her designee, the individual or business, as a prerequisite to holding the event, must:

1. Apply for and obtain a Pouring License as required by Cobb County Code.
2. Comply with all applicable provisions of the Cobb County Code.
3. Comply with all stipulations required by the Department of Transportation Agency Director, or his or her designee. Examples of stipulations that may be imposed upon an event are:
 - a. Off-Duty Police Officer to be hired and on-site.
 - b. Restroom Facilities to be provided.
 - c. Event attendees restricted to Event Area.
 - d. Proof of Appropriate Insurance.
4. Comply with the leaseholder's (FBO/SASO) rules and policies regarding the event.

In no event shall open containers of alcoholic beverages be allowed in the Control Tower facility.

Nothing contained in this policy shall create any right or privilege on the part of any Airport Operator to hold or operate an event at the Airport where alcoholic beverages will be served/or sold. The Department of Transportation Agency Director, or his or her designee shall have the right, in his or her discretion, to approve, reject, modify, or reasonably condition any request received. This policy shall supersede any contradictory provisions found in any Lease Agreement.

6. EXCEPTIONS

Exceptions to this policy must be justified and approved in advance. The Event may deviate from the policy when written justification is provided to the BOC by the DOT Director.

REVISION HISTORY

Version ID	Revision Date	Author	Reason for Revision
	10/23/2018	Airport Manager	Revisions made in light of approved amendments to the Official Code of Cobb County authorizing the airport to host closed function events serving alcohol without charge
v.1.0-2020	12/2020		Reformat