

<i>Jefferson County Policies &amp; Procedures</i>			
Policy Name:	Fair and Festival Letter of Endorsement	Approved:	06/07/2018
Policy Number:	902	Author:	Grove
Associated:			

**Purpose:** Pursuant to W.Va. Code § §11-16-1 and 60-8-3 organizations may receive a special license for the sale of wine and non-intoxicating beer at an event, provided the event is sponsored or endorsed by the County Commission. Applicants for a special license must present to the West Virginia Alcohol Beverage Control Commission (WVABC) a letter from the County Commission in order for such special license to be granted. The purpose of this policy is to streamline the process for certain organizations seeking a letter of endorsement from the Commission.

**Procedure:** The County Commission hereby grants to the County Administrator the authority to provide a letter of endorsement to organizations seeking to obtain a special fair and festival license from the WVABC under the conditions as outlined in this Policy. If all of the requirements of this policy are satisfied, the organization shall not be required obtain an agenda appointment and appear before the Commission in order to be granted a letter of endorsement.

The County Administrator shall inform the County Commission of any letter provided pursuant to the provisions of this policy at the next regular meeting after the issuance of the letter of endorsement to the organization.

**Requirements:** The County Administrator is authorized to provide a letter of endorsement without a separate approval by the County Commission under the following conditions:

- 1) The letter is requested by a duly organized non-profit corporation or association or a member of the tourism or hospitality industry;
- 2) The location where the event is scheduled to be held is one of the seven fire departments located within the County, a County park, or on the premises of the Hollywood Casino; and
- 3) The purpose of the event is for an athletic, charitable, educational, or a tourism related purpose.