

APPLICATION CHECKLIST

SPECIAL EVENT LIQUOR LICENSE APPLICATIONS

(EVERY ITEM MUST BE COMPLETE BEFORE APPLICATION AND FEES CAN BE ACCEPTED)

- Completed and Signed Applications (State and City)

*Application must be submitted a minimum of 4 weeks prior to the event

- Detailed Diagram of Premise

*Including fencing and security measures

- Fees: \$25.00 per day to City of Glendale and \$25.00 per day to Arizona Department of Liquor License and Control

Application packet is processed by:

1. Tax and Licensing Division
2. Police Department
3. Planning and Zoning Department
4. Fire Safety Department
5. Upon Approval/denial, the application will be forwarded to the Arizona Department of Liquor Licenses and Control with the City's recommendation.



Arizona Department of Liquor Licenses and Control
 800 W Washington 5th Floor
 Phoenix, AZ 85007-2934
 www.azliquor.gov
 (602) 542-5141

FOR DLLC USE ONLY	
Received Date:	
Job #:	
CSR:	
License #:	

APPLICATION FOR SPECIAL EVENT LICENSE
 Fees: \$25.00 per day for 1-10 days (consecutive) *Cash Checks or Money Orders Only*
 A service fee of \$25.00 will be charged for all dishonored checks (A.R.S § 44-6852)

IMPORTANT INFORMATION: This document must be fully completed or it will be returned.
 The Department of Liquor Licenses and Control must receive this application ten (10) business days prior to the event.

SECTION 1 Applicant must be a member of a qualifying nonprofit organization, political party, or Government entity and authorized by an Officer, Director, or Chairperson of the Organization.

1. Applicant: _____
Last First Middle Date of Birth

2. Applicant's mailing address: _____
Street City State Zip

3. Applicant's home/cell phone: (____) _____ Applicant's business phone: (____) _____

4. Applicant's email address: _____

SECTION 2 Name of Organization, Candidate or Political Party/Gov.: _____

Name of Licensed Contractor (if any): _____

SECTION 3 Non-Profit/IRS Tax Exempt Number: _____

SECTION 4 Event Location: _____

Event Address: _____

SECTION 5 Dates and Hours of Event. Days must be consecutive but may not exceed 10 consecutive days.
 See A.R.S. § 4-244(15) and (17) for legal hours of service.

PLEASE FILL OUT A SEPARATE APPLICATION FOR EACH "NON-CONSECUTIVE" DAY

	Date	Day of Week	Event Start Time AM/PM	License End Time AM/PM
DAY 1:	_____	_____	_____	_____
DAY 2:	_____	_____	_____	_____
DAY 3:	_____	_____	_____	_____
DAY 4:	_____	_____	_____	_____
DAY 5:	_____	_____	_____	_____
DAY 6:	_____	_____	_____	_____
DAY 7:	_____	_____	_____	_____
DAY 8:	_____	_____	_____	_____
DAY 9:	_____	_____	_____	_____
DAY 10:	_____	_____	_____	_____

SECTION 6 What type of security and control measures will you take to prevent violations of liquor laws at this event?
(List type and number of police/security personnel and type of fencing or control barriers, if applicable.)

_____ Number of Police _____ Number of Security Personnel Fencing Barriers

Explanation: _____

SECTION 7 Will this event be held on a currently licensed premise and within the already approved premises? Yes No
(If yes, Local Governing Body Signature not required)

_____ Name of Business _____ License Number _____ Phone (Include Area Code) _____

SECTION 8 How is this special event going to conduct all dispensing, serving, and selling of spirituous liquors? Please read R-19-318 for explanation and check one of the following boxes.

- Place license in non-use
- Dispense and serve all spirituous liquors under retailer's license
- Dispense and serve all spirituous liquors under special event
- Split premise between special event and retail location

(IF USING RETAIL LICENSE, PLEASE SUBMIT A LETTER OF AGREEMENT FROM THE AGENT/OWNER OF THE LICENSED PREMISES TO SUSPEND OR RUN CONCURRENT WITH THE PERMANENT LICENSE DURING THE EVENT. IF THE SPECIAL EVENT IS ONLY USING A PORTION OF THE PREMISES, AGENT/OWNER WILL NEED TO SUSPEND THAT PORTION OF THE PREMISES.)

SECTION 9 What is the purpose of this event?

- On-site consumption Off-site (auction/wine/distilled spirits pull) Both

SECTION 10

1. Has the applicant been convicted of a felony, or had a liquor license revoked within the last five (5) years?
 Yes No (If yes, attach explanation.)
2. How many special event days have been issued to this organization during the calendar year? _____
(The number cannot exceed 10 days per year.)
3. Is the organization using the services of a licensed contractor or other person to manage the sale or service of alcohol?
 Yes No (If yes, must be a licensed contractor or licensee of series 6, 7, 11, or 12)
4. List all people and organizations who will receive the proceeds. Account for 100% of the proceeds. The organization applying must receive 25% of the gross revenues of the special event liquor sales. Attach an additional page if necessary.

Name _____ Percentage: _____

Address _____

Name _____ Percentage: _____

Address _____

Street

City

State

Zip

Please read A.R.S. § 4-203.02 Special event license; rules and R19-1-205 Requirements for a Special Event License.

Note: ALL ALCOHOLIC BEVERAGE SALES MUST BE FOR CONSUMPTION AT THE EVENT SITE ONLY.

NO ALCOHOLIC BEVERAGES SHALL LEAVE A SPECIAL EVENT UNLESS THEY ARE IN AUCTION WINE OR DISTILLED SPIRITS PULL SEALED CONTAINERS OR THE SPECIAL EVENT LICENSE IS STACKED WITH WINE /CRAFT DISTILLERY FESTIVAL LICENSE.

SECTION 11 License premises diagram. The licensed premises for your special event is the area in which you are authorized to sell, dispense or serve alcoholic beverages under the provisions of your license. Please attach a diagram of your special event licensed premises. Please show dimensions, serving areas, fencing, barricades, or other control measures and security position.



If the special event will be held at a location without a permanent liquor license or if the event will be on any portion of a location that is not covered by the existing liquor license, this application must be approved by the local government before submission to the Department of Liquor Licenses and Control. *Please contact the local governing board for additional application requirements and submission deadlines. Additional licensing fees may also be required before approval may be granted. For more information, please contact your local jurisdiction.*

NOTARY

I, (Print Full Name) _____, hereby declare that I am the APPLICANT, I have read this document and verify the contents and all statements are true, correct and complete to the best of my knowledge.

X (Signature) _____ State of _____ County of _____
Applicant Signature the foregoing instrument was acknowledged before me this

My commission expires on: _____ Day of _____ Month Year

Signature of NOTARY PUBLIC

LOCAL GOVERNING BOARD

Date Received: _____

I, _____ recommend APPROVAL DISAPPROVAL
(Government Official) (title)

On behalf of _____ / _____ / _____ / _____
(City, Town, County) Signature Date Phone

DLLC USE ONLY

APPROVAL DISAPPROVAL BY: _____ DATE: ____/____/____

A.R.S. § 41-1030. Invalidity of rules not made according to this chapter; prohibited agency action; prohibited acts by state employees; enforcement; notice

B. An agency shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule or state tribal gaming compact. A general grant of authority in statute does not constitute a basis for imposing a licensing requirement or condition unless a rule is made pursuant to that general grant of authority that specifically authorizes the requirement or condition.

D. THIS SECTION MAY BE ENFORCED IN A PRIVATE CIVIL ACTION AND RELIEF MAY BE AWARDED AGAINST THE STATE. THE COURT MAY AWARD REASONABLE ATTORNEY FEES, DAMAGES AND ALL FEES ASSOCIATED WITH THE LICENSE APPLICATION TO A PARTY THAT PREVAILS IN AN ACTION AGAINST THE STATE FOR A VIOLATION OF THIS SECTION.

E. A STATE EMPLOYEE MAY NOT INTENTIONALLY OR KNOWINGLY VIOLATE THIS SECTION. A VIOLATION OF THIS SECTION IS CAUSE FOR DISCIPLINARY ACTION OR DISMISSAL PURSUANT TO THE AGENCY'S ADOPTED PERSONNEL POLICY.

F. THIS SECTION DOES NOT ABROGATE THE IMMUNITY PROVIDED BY SECTION 12-820.01 OR 12-820.0



City of Glendale
 5850 W. Glendale Ave.
 Glendale, AZ 85301
www.glendaleaz.com/taxandlicense

SPECIAL EVENT LIQUOR APPLICATION

Account #

Event Information

Event Location Name: _____
 Event Address: _____
 Name/Purpose of Event: _____
 Event Contact Name: _____
 Phone Number: _____ Address: _____

Event Sponsor Information

Organization Name: _____
 Organization Address: _____
 Federal ID Number: _____

Dates & Hours of Event

Date	Hours	Date	Hours
Day 1: _____	_____	Day 6: _____	_____
Day 2: _____	_____	Day 7: _____	_____
Day 3: _____	_____	Day 8: _____	_____
Day 4: _____	_____	Day 9: _____	_____
Day 5: _____	_____	Day 10: _____	_____

Event Activities

Cover Charge	Yes	No	If yes, Amount\$ _____
Live Entertainment	Yes	No	If yes, Type _____
Vendors	Yes	No	How many _____

Each Vendor will need to obtain a Glendale Business License

Permit Requirements*

Provide Minor/Major Event Project Number:

 (Signature of person filling out the form)

 (Date)

PLEASE SUBMIT THIS FORM ALONG WITH THE ARIZONA STATE LIQUOR LICENSE & CONTROL SPECIAL EVENT LIQUOR LICENSE APPLICATION

Charity and Special Events

[Do I Need a Liquor License?](#) | [Application Process & Kit](#) | [Privileges & Allowable Locations](#) | [Liquor For Event](#)

Do I Need a Liquor License?

A license is required to deal in liquor in the state of Arizona. If your organization will purchase, store, serve, or provide liquor, you will be dealing in liquor and will need to be licensed.

Statute/Rule #	Description	View
4-244	Unlawful acts	View
R19-1-101	Definitions	View

Application Process & Kit

NOTICE:

Special Event applications must be received by the Department of Liquor 10 days prior to the event.

You may apply for a special event (series 15) liquor license if your organization is one of the following: [\(A.R.S. §4-203.02\(E\)\)](#)

1. a political party or campaign committee supporting a candidate for public office or a ballot measure,
2. A nonprofit entity that is organized as a non-profit corporation, limited liability company, trust or other entity in this state or pursuant to the laws of another state that is eligible for designation as a nonprofit entity under section 501(c) of the Internal Revenue Code of the United States.

Application is required only to the State of Arizona (not the local government of the city, town or municipality where the event will take place) if the following apply: [\(A.R.S. §4-203.02\(B\) and \(C\)\)](#)

1. the event will be held at a location with an active Arizona liquor license, AND
2. the event will operate only on the approved premises diagramed on the application on file at the Department of Liquor, AND
3. attached to the application is a document provided by the location licensee that suspends the license or runs concurrent to the license. The document must include the following:
 - a. the license number be suspended, and
 - b. dates and times that coincide exactly with the event dates/times, and
 - c. the licensees printed name, signed name, and current daytime contact phone number, and
 - d. is on letterhead or the licensees business card securely attached.

For applications requiring local government approval, allow 60-days to process the license. For applications requiring only state approval, the application must be received no less than ten (10) days prior to the event. [\(A.R.S. §4-203.02\(D\)\)](#). The state will take approximately 7 - 10 business days to issue the license. The \$25 per day fee must be submitted to the state with your application.

After you have submitted the application to the state, you may check the status on the Department of Liquor website "[License Search](#)" tab.

A licensed location may hold a Special Event no more than thirty (30) days per calendar year unless the following apply: [\(A.R.S. §4-203.02\(D\)\)](#)

1. the location has an approved, active and permanent liquor license and
2. the location is owned, operated, leased, managed or controlled by:
 - a. the United States, or

- b. this state, or
- c. a city, town or county of this state.

Qualifying organizations may be granted a Special Event license for no more than 10 days in a calendar year per organization. Events shall be held on consecutive days and at the same location or additional licenses will be required. (A.A.C. R19-1-205(C)). A Special Event License authorizes the sale of all types of spirituous liquor for the period authorized and is automatically terminated upon closing of the last day of the event or the expiration of the license, whichever occurs first.

On-sale special event licensees where liquor will be consumed only at the event and no liquor will leave the premises must receive at least twenty-five percent of the gross revenues from the special event's liquor sales. All expenses shall be supported by written contracts, invoices or receipts, which shall be supported by a contract between the parties to be supplied at the time of application. (A.R.S. §4-203.02(I))

Links to the application kit, licensee training, and employee training information:

[Special Event Application Kit \(series 15\)](#)

[Special Event Licensee Training](#)

[Special Event Employee Training Information](#)

The Special Event (Series 15) License application kit may also be accessed on the [Department of Liquor website](#) on the top navigation bar under the tab titled "application kits and forms." Find the dropdown tab titled "Application Kits" and scroll down to Special Event Permit (series 15). Included are FAQs, the application, and more information about this temporary license.

Responsibilities of Special Event Licensees

Rule	Description	View
R19-1-318	Responsibilities of a Special Event Licensee	View

Privileges & Allowable Locations

A Special Event (Series 15) Liquor License is a temporary license which allows the qualified organization to serve wine, beer, and/or spirits for consumption at the event and, in some cases, liquor in the original sealed container may be offered in an auction or wine/spirit pull.

Locations

If a special event is to be held at a location with an active liquor license, a Letter of Agreement must be submitted by the organization holding the event as part of the Special Event Application. On letterhead and/or signed by the licensee or agent, the Letter of Agreement will:

1. include the name and license number of the licensed location where the event will be held;
2. agree to suspend all or a portion of the liquor license for the special event;
3. attach a diagram of the licensed location as submitted with the application and illustrate the specific area where the event will be held and what areas of the licensed location will be suspended;
4. clearly state the date and hours of the event which will correspond with suspension or in concurrence with the license.

Auctions

An organization selling spirituous liquor under a special event license pursuant to ARS 4-203.02(A.2) can hold an auction and allow spirituous liquor to be consume off the licensed premise. Licensee can purchase such spirituous liquor from the holder of a license authorized to sell off sale, the wholesaler, or the nonprofit organization may receive the spirituous liquor from a wholesaler as a donation, or from a donor who receives no remuneration or payment of any kind, directly or indirectly, other than any tax benefits that might result. (A.R.S. §4-203.02(H))

Wine or Distilled Spirits Pull

An organization holding a special event license is authorized to conduct a wine or distilled spirit pull at the event for consumption off the licensed premise. This is when for a set price, attendees pay to select an undisclosed bottle(s) of wine or distilled spirits can be purchased to take off premise. This is limited to only 50 bottles during the event. ([A.R.S. §4-203.02 \(J\)](#))

Raffles

To ensure that your organization meets the requirements to hold a raffle, please review [A.R.S. §13-3302\(B\), \(C\) and \(D\)](#).

Liquor For Event

There are two different types of special events and each event type must obtain the liquor that will be offered in a different manner. The two types of special events are:

1. **on-sale** (where liquor is sold and consumed on the licensed premises diagrammed in the special event application)([A.R.S. §4-203.02\(I\)](#)); and
2. **off-sale** (where liquor is auctioned or wine/spirit pull in the original container for later consumption, not at the event)([A.R.S. §4-203.02\(H\) and \(J\)](#)).

Before you go to the next step, determine which type of event you'll be holding,

For an **off-sale special event** you have the following options to obtain alcohol:

1. receive liquor from a donor who receives no remuneration other than tax benefits.
2. purchase or receive liquor from a wholesaler or producer
3. purchase or receive liquor from any licensed retailer that has off-sale privileges.

For an **on-sale special event** you have the following options to obtain alcohol:

1. to purchase liquor from an Arizona licensed liquor retail store, or;
2. to receive liquor donated by an Arizona licensed liquor wholesaler or retailer or;
3. purchase or receive product from a Craft Distiller, Farm Winery or Microbrewery.