



Arizona Department of Liquor Licenses and Control
https://www.azliquor.gov
(602) 542-5141

DLLC USE ONLY

Job #:
Date Accepted:
LC:
License #:

SPECIAL EVENT LICENSE
APPLICATION FEE \$25.00 PER DAY

MUST be submitted to the Department of Liquor **10 days prior** to the event.

SECTION 1

Name of Non-Profit Organization, Candidate or Political Party: _____

If the event will be held on an unlicensed premises, it **MUST** be approved and signed by the Local Governing Body Before submitting to the Arizona Department of Liquor.

LOCAL GOVERNING BODY

Date Received: _____
I, _____ <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL
Government Official Title
On behalf of _____
City, Town, County Signature Date

SECTION 2

Will the event be at a location with a current liquor license and within the approved and licensed area?

Yes No

If yes, **MUST** attach a letter of explanation/permission from the licensed location and choose **ONE** option below.

Name of Licensed Location _____ Liquor License Number _____

- Suspend license for the duration of the Special Event; Licensee selling all alcohol without retailer involvement.
- Dispense and serve all spirituous liquors under retailer’s license – Business operates normally, minimum of 25% of gross revenue from alcohol sales will be donated to licensee.
- Dispense and serve all spirituous liquors under special event - The special event licensee is in charge of selling alcohol that was purchased or donated by the special event licensee. The retailers existing alcohol inventory must be kept separate from any alcohol used during the special event.
- Split premises between special event and licensed location - Both the special event licensee and the licensed location will conduct sales of alcohol. (These sales must be done in separate areas. If alcohol is donated or purchased by the special event licensee, it must be in a separate area from the alcohol that is dispensed by the licensed location.)
- Off Sale only - Wine/Distilled Spirits Pull, Live or Silent Auctions** – Retailer will be permitted to conduct all normal sales and service of alcohol.

SECTION 3

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
2. Applicant's mailing address: _____
Street City State Zip
3. Applicants home/cell phone: _____ Non-profit organization phone: _____
4. Applicant's email address: _____
5. Has the applicant been convicted of a felony, or had a liquor license revoked within the last five (5) years?
 Yes (if yes, attach letter of explanation) No
6. Name of non-profit organization: _____
7. Non-Profit/IRS Tax Exempt Number: _____ Arizona Corporation Commission File #: _____
Required Required
8. If Out Of State, specify State (Attach letter of good standing): _____
9. Special Event Name: _____
10. Event Location Name: _____
11. Event Address: _____

SECTION 4

Must list type of security and control measures will you take to prevent violations of liquor laws at this event.

_____ Number of Police _____ Number of Security Personnel Fencing Barriers

Must explain security measures: _____

1. How is this special event going to conduct all dispensing, serving, and selling of spirituous liquors?
Check one of the following boxes. (R-19-318)

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

2. How many special event days have already been issued to this organization during the current year? _____

Licensed location 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.

Must attach a diagram of your special event showing the area where alcohol will be sold, served, and consumed. Must include dimensions of event area, fencing, barricades, or other control measures, and positions of security personnel.



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

SECTION 5

Dates and Hours of Event - Days must be consecutive and may not exceed 10 days per year.

DAYS	DATE	DAY OF WEEK	EVENT START TIME AM/PM	EVENT 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

3. Is the Organization using the services of a DLLC approved Special Event Contractor from the list on our website?

Yes No If yes, please provide the Name of the Special Event Contractor: _____

Special Event Contractor Signature: _____

4. Is the organization using the services of a series 6, 7, 11, or 12 licensee to manage the sale or service of alcohol?
(Licensees who hold a series 6, 7, 11, or 12 license are automatically qualified to be a special event contractor)

Yes No if yes, Name of Licensee: _____ Liquor License #: _____

1. List the name of the Organization/individual that will receive revenues:

MUST EQUAL 100 PERCENT, APPLYING NON-PROFIT MUST RECEIVE A MINIMUM OF 25% OF THE PROCEEDS.

2. Name: _____ Percentage: _____

Address: _____

Street City State Zip

Name: _____ Percentage: _____

Address: _____

Street City State Zip

Please read A.R.S. § 4-203.02 and R19-1-205 Special event license rules and Requirements.

Declaration:

I, (Print Name) _____, declare under penalty of perjury that I am authorized to submit this application. I have read the contents and to the best of my knowledge believe all statements made on this application to be true, correct, and complete.

Signature: _____