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|  | Licensing and RegulationPO Box 43085Olympia WA 98504-3085Phone (360) 664-1600Fax: (360) 753-2710 | For Office Use Only |
| Reception No.: |      |
| Date: |   /  /   |
| Amount Rec’d: | $       |
| Initials:  |       |

**Application for Special Occasion License for a Nonprofit Society or Organization**

A Special Occasion License allows a nonprofit society or organization to sell spirits, beer, and wine by the individual serving for on-premises consumption at a specified event. You may request to sell spirits, beer and wine in original, unopened containers for off-premises consumption in combination with this privilege. For more information about Special Occasion Licenses, please visit our [FAQ Page](https://lcb.wa.gov/licensing/special-occasion-licenses/faq).

**Applications must be submitted at least 45 days before the event.** The Liquor and Cannabis Board may not be able to process your application in time for your event if you do not apply at least 45 days before the event.

1. **Organization Information**

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| --- | --- |
| Society or Organization’s Name: (as it appears on your tax documents) |       |
|       |  |       |  |     |  |       |  |       |
| Organization’s Street Address |  | City |  | State |  | Zip Code |  | County |
| Organization’s 9-digit UBI #: |       | or Tax ID#: |       |
| Has this organization held a special occasion license within the past two years? [ ] Yes [ ] No **If yes, license #:**       |
| Nonprofit Contact Name:(must be at least 21 yrs old) |       |
| Date of Birth:   /  /     (mm/dd/yyyy) |  | Email\*:  |       |
|  |  | \*Approved special occasion license will be emailed to this address |
| Phone No.: | (    )     -      |  | Driver’s License #: |       |
|  |  |  |  |

1. **Event Information**

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| --- | --- |
| Name of Event: |       |
| Describe the nature of the event: |       |
| Name of premises where event will be held: |       |
| Address: |       |
| City: |       | State: |      | County: |       | Zip Code: |       |
| Inside City Limits? [ ] Yes [ ] No | On Tribal land? [ ] Yes [ ] No | On Port Authority land? [ ] Yes [ ] No |
| Estimated total number of people attending the event: |       |
| Estimated total number of people under 21 years of age attending the event: (including staff and volunteers) |       |
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| Date(s) alcohol will be sold |  | Time(s) alcohol will START being sold |  | Time(s) alcohol will STOP being sold\* |
|    /   /      |  |        | [ ]  A.M.  |        | [ ]  P.M. |  |        | [ ]  A.M.  |       | [ ]  P.M. |
|    /   /      |  |        | [ ]  A.M.  |        | [ ]  P.M. |  |        | [ ]  A.M.  |       | [ ]  P.M. |
|    /   /      |  |        | [ ]  A.M.  |        | [ ]  P.M. |  |        | [ ]  A.M.  |       | [ ]  P.M. |
|    /   /      |  |        | [ ]  A.M.  |        | [ ]  P.M. |  |        | [ ]  A.M.  |       | [ ]  P.M. |

\*Alcohol may not be consumed after 2:00 AM |
| Do you intend to auction or sell spirits, beer, and/or wine for off-premises consumption?  | [ ]  Yes [ ]  No  |

1. **Outdoor Alcohol Service**

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| Will alcohol be served outdoors? [ ]  Yes [ ]  No – If no, proceed to Section 4**If yes, please attach a site map** for the outdoor event with this application clearly indicating alcohol service areas. When alcohol is served outdoors, it must be served in an enclosed area. [CLICK HERE](https://lcb.wa.gov/publications/licensing/forms/Instructions/Site-Map-Requirements-for-Outdoor-Events.docx) for site map examples and tutorial. |
| If alcohol will be served outdoors, are you asking for minors be allowed in the enclosed service area? [ ]  Yes [ ]  No |
| **If yes, this takes 60 days to process and you must attach a completed** [**Special Occasion All Ages Outdoor Event Addendum**](https://lcb.wa.gov/sites/default/files/publications/licensing/forms/LIQ-1314-Special-Occasion-License-Addendum3.doc). |

1. **Venues Requiring Authorization**

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| Is the event being held on church or school property, a military facility, or a liquor licensed premises\*? [ ]  Yes [ ]  NoIf yes, have an appropriate official or manager from the venue sign the below authorization: |
|  | I am an official or manager of the venue and I authorize the sale of liquor at this event. |  |
|  |       |       |       |  |
| Name | Title | Phone Number |
|  |       |
| Signature | Date |
| \*The liquor from a liquor licensed premises where a special occasion event is being held is specifically prohibited from the event area during the event. |

1. **Wineries, Breweries, Distilleries, and Spirits Distributors**

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| --- | --- |
| Are you receiving donated alcohol from a winery, brewery, distillery, or spirits distributor?  | [ ]  Yes [ ]  No |
| If yes, from who? |       |
| **If yes, please attach a copy of your 501(c)(3) or (6) determination letter with this application.** Only certified 501(c)(3) and (6) organizations registered by the IRS may receive donated product from a winery, brewery, distillery, or spirits distributor. Visit our [FAQ Page](https://lcb.wa.gov/publications/licensing/forms/Instructions/Special-Occasion-License-FAQs.docx) for more information about donations. |
| Are any wineries, breweries, or distilleries going to be present at your event? [ ]  Yes [ ]  No |
| If yes, name(s) of participating winery, brewery or distillery: |       |
|  |

1. **Use of Event Proceeds**

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| It is illegal for a third party (e.g. a promoter) to run an event on your behalf in exchange for a percentage of the profits. Allowing a third party to receive part of the proceeds may prevent your nonprofit from obtaining Special Occasion Licenses. Misrepresentation of facts may also be cause for denial (RCW 66.24.010). [ ]  I affirm and understand that all proceeds from alcohol sales at this event will only be retained by the non-profit organization submitting this application.  |

The fee for each Special Occasion Licenseis **$60.00 per day**, **per alcohol service area**. Special Occasion License holders are limited to 12 single-day events per calendar year.

Mail your check made payable to WSLCB and completed application to: WSLCB, PO Box 43085, Olympia, WA 98504-3085 or overnight to WSLCB, 1025 Union Ave SE, Olympia WA 98501-1539.

**I certify that all of the information provided in this application is true and correct.**

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| X |       |
| Signature of nonprofit organization member | Date |
|       |       |
| Print Name | Title |

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| Remember to attach: |
| [ ]   | Payment payable to WSLCB |
| [ ]   | A site map, if you are serving alcohol outdoors |
| [ ]   | The Special Occasion All Ages Outdoor Event Addendum, if you are requesting minors have access to the enclosed service area at an outdoor event |
| [ ]   | A copy of your 501(c)(3) or (6) determination letter, if you are receiving donated product from a winery, brewery, distillery, or spirits distributor. |