

## Special Event Basics

(updated 2/29/2012)

This *Special Event Basics* overview has been created to simplify the completion of your special event application, and to offer you options that may make your special event more successful and as safe as possible.

To locate the Special Event Permit (series 15) application kit, simply click on this link <http://www.azliquor.gov/series15.html> . The Special Event Permit (series 15) application kit can also be found on the Department of Liquor website (<http://www.azliquor.gov/>) 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.

Special event permits usually take 7 – 10 business days to process from the time the Department of Liquor Licenses and Control (DLLC) receives the application and associated fees. Your Special Event application must have a recommendation from the Local Governing Body (see question number 20 on the application).

You may check the status of your application on the Department of Liquor website ([www.azliquor.gov](http://www.azliquor.gov)) on the left-hand navigation bar, under the first tab titled "License Search" . Find the "special events" link which shows all permits being issued and; the organization holding the event; license number; date and location of the event, and contact name.

Applicants eligible for a special event liquor license and options for conducting your event have been color-coded by statute. We hope you find this helpful.

### Who may apply for a special event liquor license?

#### **A.R. S. §4-203.02. Special event license; rules**

B. The director may only issue the special event license to a political party or campaign committee supporting a candidate for public office or a ballot measure, an organization formed for a specific charitable or civic purpose, a fraternal organization in existence for over five years with a regular membership or a religious organization.

### What qualifies as a special event?

Below, in **yellow highlight**, the two different types of special events are described;

1) **on-sale** (where liquor is sold and consumed on the licensed premises diagrammed in the special event application); and

2) **off- sale** (where liquor is auctioned in the original container for later consumption, not at the event).

There is more information about these types of events below.

Below, in **blue highlight**, on-sale special event licensees have two options;

- 1) to purchase liquor from an Arizona licensed liquor retail store, or;
- 2) receive liquor donated by an Arizona licensed liquor wholesaler.

On-sale special event licensees must receive at least twenty-five percent of the gross revenues from the special event. 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.

Below, in **green highlight**, off-sale special event licensees have one option; to receive liquor from a donor who receives no remuneration other than tax benefits.

Off-sale special event licensees must receive at least seventy-five percent of the gross revenues from the special event. All expenses shall be supported by written contracts, invoices or receipts, which shall be made available to the director on request.

#### **A.R. S. § 4-203.02. Special event license; rules**

A. The director may, subject to the approval of the board of supervisors of a county for events to be held in an unincorporated area or the governing body of a city or town for events to be held in a city or town, issue on a temporary basis:

1. **A daily on-sale special event license authorizing the sale of spirituous liquor for consumption on the premises where sold.** The fee for the license is twenty-five dollars per day. The director shall transfer the monies collected to the department of health services for the purpose prescribed in title 36, chapter 18, article 2.

2. **A daily off-sale special event license authorizing a charitable auction for the sale of spirituous liquor for consumption off premises.**

C. **An organization selling spirituous liquor under a special event license pursuant to subsection A, paragraph 1 of this section shall purchase such spirituous liquor from the holder of a license authorized to sell off-sale, or, in the case of a nonprofit organization which has obtained a special event license for the purpose of charitable fund raising activities, the nonprofit organization may receive the spirituous liquor from a wholesaler as a donation, except that a licensee licensed pursuant to subsection A, paragraph 2 of this section may receive spirituous liquor from a donor when the donor receives no remuneration or payment of any kind, directly or indirectly, other than any tax benefits that might result.**

D. **An organization that is issued a license pursuant to subsection A, paragraph 2 of this section shall receive at least seventy-five per cent of the gross receipts of the auction. Up to twenty-five per cent of the gross receipts of a special event auction conducted pursuant to subsection A, paragraph 2 of this section may be used to pay reasonable and necessary expenses incurred in connection with the auction. All expenses shall be supported by written contracts, invoices or receipts, which shall be made available to the director on request.**

E. The director may adopt those rules the director determines are necessary to implement and administer this section including a limitation on the number of times during a calendar year a qualified organization may apply for and be issued a license under this section. The qualified organization issued a license pursuant to subsection A, paragraph 1 of this section must receive at least twenty-five per cent of the gross revenues of the special events, which shall be supported by a contract between the parties to be supplied at the time of application.

F. An organization that is issued a license pursuant to subsection A, paragraph 2 of this section shall not sell more than twenty cases of spirituous liquor annually under a special event license.

G. Section 4-201 does not apply to the licenses provided for under this section.

### **Who must approve your special event liquor license?**

Your special event application must have a recommendation from the Local Governing Body before the license can be issued by the state (see question number 20 on the application).

#### **A.R. S. §4-203.02. Special event license; rules**

A. The director may, subject to the approval of the board of supervisors of a county for events to be held in an unincorporated area or the governing body of a city or town for events to be held in a city or town, issue on a temporary basis.

### **Where can I find an application for a special event liquor license?**

To locate the "Special Event Permit (series 15)", please visit the Department of Liquor website (<http://www.azliquor.gov/>) and review the tab titled "application kits and forms" which can be found in the first tab in the top navigation bar (across the top of the website). The "application kits" page has a description of all license types, what they allow you to do, the fees, application forms and instructions.

### **How long does it take for approval of a special event license?**

Allow 30-days to process the application from the time the Department of Liquor Licenses and Control (DLLC) receives the complete application and associated fees.

### **How do I check on the approval of my special event application?**

Permits that have been issued can be found on the DLLC website at [www.azliquor.gov](http://www.azliquor.gov/). On the left-hand navigation bar, first tab titled "License Search" will offer a "special events" link that shows

all permits being issued including the organization holding the event, license number, date and location of the event, and contact name.