

SPECIAL EVENT LIQUOR LICENSE INSTRUCTIONS

1. Pick up application from the City Clerk's Office
2. Complete application. Be sure to include a drawing of the layout of the area where the event will take place.
3. Return the application to the City Clerk's Office along with 2 checks: one for \$50.00 made out to the City of Bullhead City and one for \$25.00 for each day of the event to the Arizona Department of Liquor Licenses and Control. (Example: for a three-day event turn in a check for \$50.00 made out to the City of Bullhead City and a check for \$75.00 made out to the Arizona Department of Liquor Licenses & Control.)
4. The City Clerk will forward the application to the Police Department and Planning and Zoning Division for approval. When approved, the City Clerk will place the application on the next scheduled Council agenda for approval.
5. Someone from the City Clerk's office will call you and let you know that the item has been placed on the agenda. It is mandatory that you attend the Council meeting for Council to take action on you request.
6. When City Council approves the special event liquor license application, the City Clerk's Office will forward the application to the Arizona Department of Liquor Licenses and Control. You will receive a letter to this effect from the City Clerk's Office.
7. You will receive your special event liquor license from the Arizona Department of Liquor Licenses and Control. If you need to follow up on the status, contact them directly at (602) 542-5141.

NOTICE

YOU MAY BE SUBJECT TO OTHER PERMITS SUCH AS A SPECIAL EVENT PERMIT THROUGH THE CITY'S FINANCE AND/OR RECREATION DEPARTMENT, OR A PERMIT FROM THE FIRE DEPARTMENT.

PLEASE SEE THE FINANCE DEPARTMENT FOR INFORMATION.



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

Event Date(s):
Event time start/end:
CSR:
License:

APPLICATION FOR SPECIAL EVENT LICENSE
 Fee= \$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. 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 (see Section 15).

SECTION 1 Name of Organization: _____

SECTION 2 Non-Profit/IRS Tax Exempt Number: _____

SECTION 3 The organization is a: (check one box only)

- Charitable Fraternal (must have regular membership and have been in existence for over five (5) years)
- Religious Civic (Rotary, College Scholarship) Political Party, Ballot Measure or Campaign Committee

SECTION 4 Will this event be held on a currently licensed premise and within the already approved premises? Yes No

Name of Business	License Number	Phone (include Area Code)
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SECTION 5 How is this special event going to conduct all dispensing, serving, and selling of spirituous liquors? Please read R-19-318 for explanation (look in special event planning guide) 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 NOT USING RETAIL LICENSE, SUBMIT A LETTER OF AGREEMENT FROM THE AGENT/OWNER OF THE LICENSED PREMISE TO SUSPEND THE LICENSE DURING THE EVENT. IF THE SPECIAL EVENT IS ONLY USING A PORTION OF PREMISE, AGENT/OWNER WILL NEED TO SUSPEND THAT PORTION OF THE PREMISE.)

SECTION 6 What is the purpose of this event? On-site consumption Off-site (auction) Both

SECTION 7 Location of the Event: _____

Address of Location: _____

Street	City	COUNTY	State	Zip
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SECTION 8 Will this be stacked with a wine festival/craft distiller festival? Yes No

SECTION 9 Applicant must be a member of the qualifying organization and authorized by an Officer, Director or Chairperson of the Organization named in Section 1. (Authorizing signature is required in Section 13.)

1. Applicant: _____

Last	First	Middle	Date of Birth
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2. Applicant's mailing address: _____

Street	City	State	Zip
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3. Applicant's home/cell phone: (____) _____ Applicant's business phone: (____) _____

4. Applicant's email address: _____

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 licenses have been issued to this location this year? _____

(The number cannot exceed 12 events per year; exceptions under A.R.S. §4-203.02(D).)

3. Is the organization using the services of a promoter or other person to manage the event? Yes No

(If yes, attach a copy of the agreement.)

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 _____
Street City State Zip

Name _____ Percentage: _____

Address _____
Street City State Zip

5. 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 SPECIAL EVENT UNLESS THEY ARE IN AUCTION SEALED CONTAINERS OR THE SPECIAL EVENT LICENSE IS STACKED WITH WINE /CRAFT DISTILLERY FESTIVAL LICENSE"

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: _____

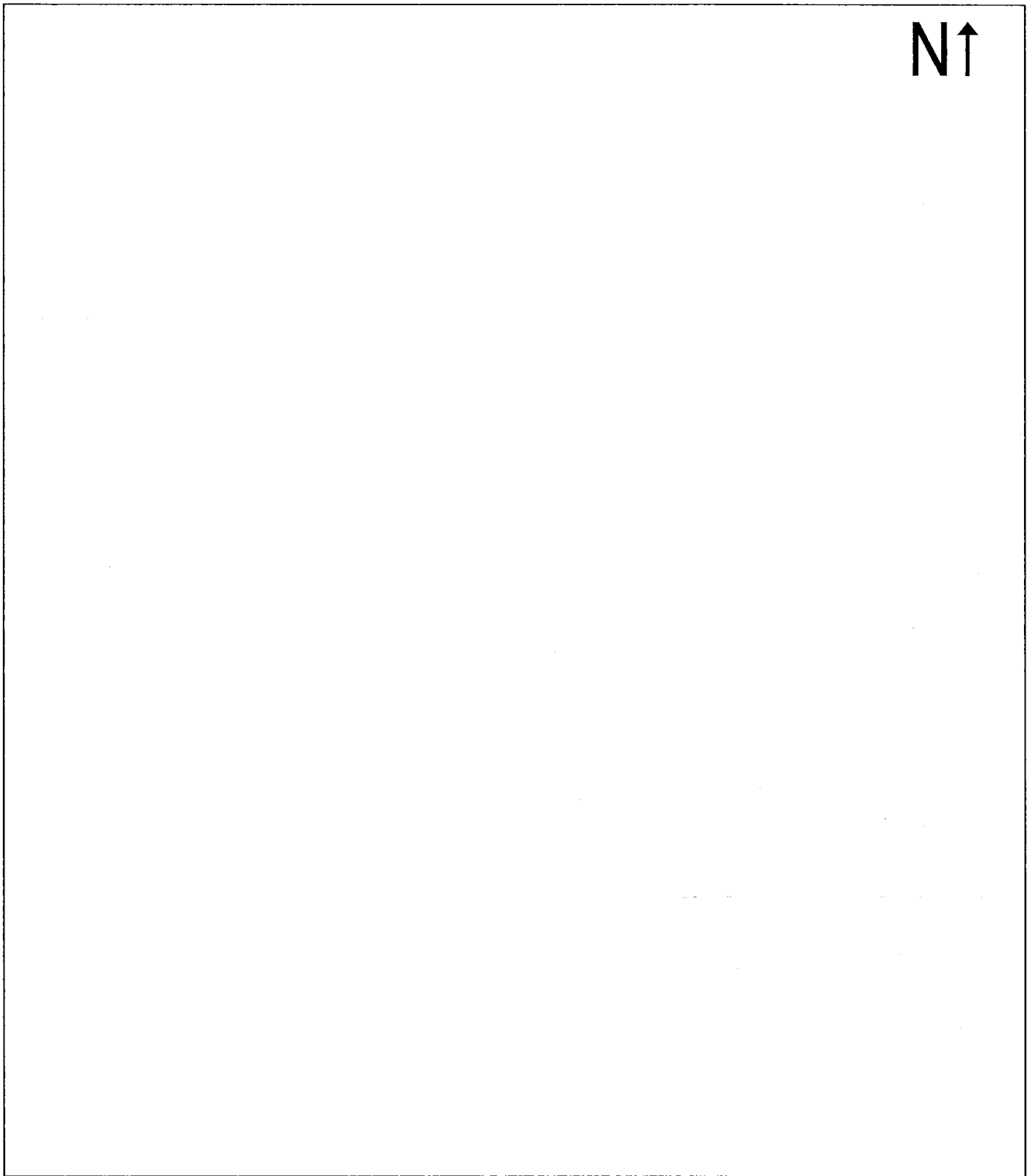
SECTION 11 Dates and Hours of Event. Days must be consecutive but may not exceed 10 consecutive days.

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 12 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. The following space is to be used to prepare a diagram of your special event licensed premises. Please show dimensions, serving areas, fencing, barricades, or other control measures and security position.



SECTION 13 To be completed only by an Officer, Director or Chairperson of the organization named in Section 1.

I, (Print Full Name) _____ declare that I am an Officer, Director or Chairperson of the organization filing this application as listed in Section 9. I have read the application and the contents and all statements are true, correct and complete.

X _____
 Signature Title/ Position Date Phone Number

The foregoing instrument was acknowledged before me this _____ Day _____ Month _____ Year
 State _____ County of _____

My Commission Expires on: _____ Date _____ Signature of Notary Public _____

SECTION 14 This section is to be completed only by the applicant named in Section 9.

I, (Print Full Name) _____ declare that I am the APPLICANT filing this application as listed in Section 9. I have read the application and the contents and all statements are true, correct and complete.

X _____
 Signature Title/ Position Date Phone Number

The foregoing instrument was acknowledged before me this _____ Day _____ Month _____ Year
 State _____ County of _____

My Commission Expires on: _____ Date _____ Signature of Notary Public _____

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: http://www.azliquor.gov/assets/documents/homepage_docs/spec_event_links.pdf.

SECTION 15 Local Governing Body Approval Section.

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

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

SECTION 16 For Department of Liquor Licenses and Control 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 12-820.02.

**APPLICATION FOR SPECIAL EVENT LICENSE
(Security and Control Measures)**

Please provide answers to the below listed questions so that the City can make a responsible decision about your license application.

What is the nature of your event? List all activities at your event:

How many people do you expect will attend your event? _____
How many do you expect during peak hours? _____

List the type of security / police personnel:

____ Number of police officers
____ Number of security officers

List the companies or agencies you have contracted with (or intend to contract with) for police / security services:

Will you be using volunteers to prevent violations of state liquor laws? _____
If yes, please answer the following questions:

____ Number of volunteers

How will the volunteers be distinguished as security?

Will your volunteers receive training to prevent violations of State liquor laws? If so, what kind of training?

SERIES: 15 SPECIAL EVENT LICENSE (Temporary)

**Non-transferable
On-sale retail privileges**

PURPOSE:

Allows a charitable, civic, fraternal, political or religious organization to sell and serve spirituous liquor for consumption only on the premises where the spirituous liquor is sold, and only for the period authorized on the license. This is a temporary license.

ADDITIONAL RIGHTS AND RESPONSIBILITIES:

The applicant for a special event license must request a special event application from the Department and file the application with the governing body of the city or town, or Board of Supervisors of an unincorporated area of a county (where the special event is to take place) for approval or disapproval. Some local governing bodies may require approximately 60 days prior notice.

If the application is approved by the local authority, and the event meets the requirements for granting the license, the Director will issue a special event license to the qualifying organization.

Qualifying organizations will be granted a special event license for no more than ten (10) days in a calendar year. Events must be held on consecutive days and at the same location or additional licenses will be required. The license is automatically terminated upon closing of the last day of the event or the expiration of the license, whichever occurs first.

The qualified organization must receive at least twenty-five percent (25 %) of the gross revenues of the special event liquor sales.

A person selling spirituous liquor under a special event license must purchase the spirituous liquor from the holder of a license authorized to sell off-sale; *except that*, in the case of a non-profit organization which has obtained a special event license for the purpose of charitable fund raising activities, a person may receive the spirituous liquor from a wholesaler as a donation.

AVERAGE APPROVAL TIME: One (1) to seven (7) days.

PERIOD OF ISSUANCE:

Issued for no more than a cumulative total of ten (10) days in a calendar year. A special event may be held for more than one (1) day, but it must be held on consecutive days and at the same location or additional licenses will be required.

FEES: \$25.00 per day.

ARIZONA STATUTES AND REGULATIONS:

ARS 4-203.02, 4-244, 4-261; Rule R19-1-228, R19-1-235, R19-1-309.

Disabled individuals requiring special accommodations please call (602) 542-9027

5.06.030 - Special event insurance, bond, health permits, required licenses, site plan, and inspections.

- A. The promoter/sponsor of a special event on city- or government-owned property in the city limits shall provide a certificate of liability insurance from an insurance company licensed to do business in the state of Arizona with a good "Best" or "Moody" rating and that the promoter has in effect insurance to protect the public, the promoter, and as additional insureds, the city of Bullhead City, its elected officials and employees from general liability for losses and/or damages arising out of the activity which is the subject of the special event permit. The specific policy, form, certificate of insurance with limits and endorsements shall reflect the type of activity anticipated by the sponsor and shall be approved by the city manager or his/her designee as a condition of issuing the special event permit. The minimum limits are one million dollars general aggregate liability, one million dollars per occurrence, one million dollars personal injury and any other requirements needed to protect the city of Bullhead City and/or the general public.
- B. No special event permit or vendor permit is transferable or assignable without express written permission of the city finance director. Any attempted assignment or transfer shall be void and work a forfeiture on the special event permit and/or business license and all fees paid.
- C. Exhibition of Special Event Permit and Vendor Permit. Any person permitted under this chapter shall place or exhibit the permit at all times in a conspicuous place within a reasonable proximity to their activity and shall produce the same where required to do so by any police officer or uniformed city enforcement personnel. If the permittee, or any person engaged or employed by the permittee, shall refuse or neglect to exhibit the license, such person shall be guilty of a Class 1 misdemeanor.
- D. The promoter/sponsor shall secure a bond for five hundred dollars or put five hundred dollars on deposit with the city finance department to insure the location is left in compliance with all city and state laws if the special event is held on public property. This is refundable if the location is left in compliance with all city codes within five days of the conclusion of the special event. Charitable organizations must also comply with this requirement or may seek a reduction in the amount from the city manager that will still guarantee cleanup.
- E. Charitable organizations and nonprofit organizations that are recognized by the internal revenue service as a 501(C)(3) nonprofit tax exempt organizations are exempt from any fees, except the cleanup deposit, but must still comply with all license/permitting requirements.
- F. The city requires copies of any and all health permits, alcohol/beverage permits, Arizona sales tax I.D. numbers, and/or requests for waivers, seventy-two hours prior to the event.
- G. The city also requires a site plan with the permit application describing the location where the special event will take place, including an estimate of attendance. The site plan shall be fully dimensioned, drawn to scale, and clearly depict all buildings and structures to be used or temporarily constructed for the event, utilities, vendor areas, pedestrian and traffic circulation, and parking. In addition, the applicant shall provide information on the hours of operation for the event, security, and the signage used to advertise the event.
- H. Police and fire departments and other government inspections and/or investigations will be conducted when necessary to enforce the International Fire Code and other laws that protect the health, safety and welfare of the public.
- I. The special event permit may be denied if the site plan and/or location is inadequate for the special event or the location is inadequate for the attendance expected, or any other defect in the requirements of this chapter that will jeopardize the health, safety or welfare of the general public.

(Ord. No. 2009-15, §§ 2, 3, 7-7-2009; Ord. 2003-55 § 4; Ord. 94-651 (part))