



# Creating Successful Events

**Special Occasion Licenses & non-profits**

**Promoters Responsibilities**

**Manufacturers**

**Caterers**

**Banquet Permits**



## Special Occasion License

Allows a non profit to sell or serve alcohol to raise funds for their organization a maximum of 12 times per year.

Examples of events include fundraising dinners, gala events, auctions, and wine tastings.

The Non Profit group must be organized and operated for charitable, religious, social, political, educational, civic, fraternal, athletic, or benevolent purposes.



## How Non-Profits apply

- Cost: \$60 per day, per location.
- Applications are available:
  - The WSLCB website at [www.liq.wa.gov](http://www.liq.wa.gov)
  - By calling the WSLCB at (360) 664-1600.
- Mail your completed application and fee **45 days** before your event to:
  - Washington State Liquor Control Board
  - P.O. Box 43085
  - Olympia, WA 98504-3085



## Local Authority Notification

- The WSLCB is required to notify the city or county authority (i.e. mayor) of the date, time, and location of your event.
- The local authority has 20 days to respond with an approval or objection to your application.



## Proceeds from Liquor Sales

- All proceeds from the sale of liquor must go directly back into the non-profit organization.
- The proceeds may not be paid directly or indirectly to members, officers, or trustees of the organization.
- The organization may compensate members, officers, or trustees for services they perform at the event at the prevailing market rate.



# Public and Civic Events

## 1. **Special Occasion Event** - Strictly Non-Profit event.

- This event is organized and developed **solely** by the non-profit.
- The non-profit obtains the proceeds of entire event.
- Industry members may NOT sponsor an event held by the non-profit if that non-profit holds a special occasion liquor license.

## 2. **Public and Civic Event** - Event Coordinator- event is introduced and developed by an Event Coordinator.

- Any individual or organization may organize a public event.
- A Non-profit may be **invited** to be present as a special occasion licensee, all proceeds from the sale of alcohol are retained by the non-profit.
- Industry members (alcohol manufacturers and distributors) may sponsor public and civic events. Event Coordinators may not sponsor alcohol related activities such as beer gardens.

- *See WAC 314-52-130 for additional rules.*



# Non Profit Events

## Working with Promoters

- Non- profits may have a 3<sup>rd</sup> party person promote their event.
- A promoter or for-profit company **may not** “buy” your license in order to have alcohol at an event.
- Promoters are considered employees of the non-profit.
- The non-profit is responsible for what the promoter does.
- Tickets sales and monies collected for the event are run by the non-profit.



## Non Profit Events

### Working with Promoters (con't)

- Alcohol distributors/or manufactures may not give funds directly or indirectly to the Special Occasion Licensee or their employees.
- Promoters may not accept sponsorship dollars for the Special Occasion licensee holder.
- Promoters may not accept alcohol product.





## Alcohol at the Event

- Alcohol must be purchased from a Washington State licensed retailer, distributor, or manufacturer.
- You may not advertise or sell beer, wine, or spirits below cost.
- You may not make awards or gifts of alcohol.
- If the event is held at a liquor-licensed location, the licensee may not sell or serve their liquor in the same room to event guests (*we don't allow two licenses at the one location*).



## Beer, Wine & Spirits

- Alcohol may be purchased from:
  - Any licensed retailer, distributor, manufacturer (winery, brewery, distillery).
  
- Alcohol may be donated by a winery, brewery or in-state distillery if your organization is registered as a “501 (C) 3 ” or a “501 (C) 6”, and only operating under a Special Occasion License.



## Off Premises Sales

- Special Occasion Licensees may sell beer, wine and spirits by the individual bottle for off – premises consumption with approval from the Board.
- Off-premises sales and live auctions must be in conjunction with on-premises beverage sales.
- Silent auctions do not require on-premises sales, but do require a Special Occasion License.



## Goods or Services

Manufacturers or distributors may not provide goods, services or money to special occasion licensees, except for:

- Draft beer or wine dispensing equipment.
- Advertising services paid to 3<sup>rd</sup> party.
- Wineries and distilleries may pour at special occasion events.
- Breweries may only pour at beer tasting exhibitions or beer judging events.
- Distributors may never pour at events.



## Can Do's for Manufacturers and Distributors.

- May accept returns and refunds of unused product.
- May allow to accept payment for product immediately following event (winery/brewery).
- May pay booth fees (winery/brewery).
- May provide product education at event (must have Agent's license if distributor, brewery, distillery, COAs or winery's indirect employees).
- May provide branded promotional items (nominal value).



# Cannot's for Manufacturers and Distributors

- Cannot have on duty employees drink during the event.
- Cannot have brand naming rights to beer garden.
- Cannot sell to the public.



# CATERING



## Catering Endorsement

- Allows a liquor licensed restaurant to bring their liquor to a non-liquor licensed location to sell or serve to event guests.
  - notify your Liquor Enforcement Officer at least 5 days prior to the event.
- These **events are private**, unless a non-profit is sponsoring the event.
  - If sponsored by a non-profit the licensee with the endorsement must contact their Liquor Enforcement Officer to **seek approval**.
- If the non-profit hires a caterer the event is under the catering license and a Special Occasion is **not** needed.





## Catering Endorsement Con't....

- Caterers Duplicate endorsement may be applied for by the licensed restaurant to store their own liquor stock at a non-licensed location if they are holding events on a regular basis.
- Licensee can apply for this on an Added Endorsement form for \$20 annually.
- Liquor licensees with a Caterer Endorsement may not hold their own event off their own premises.
- See RCW 66.24.375 for additional rules.



## Non-liquor Licensed Caterers

These caterers may pour alcohol at private events.

- If a banquet permit is obtained, alcohol must be purchased by the host.
- No “third-party” sales through the caterer.
- Any remaining alcohol must be returned to the host at the end of the event.



# BANQUET



## Banquet Permits

A banquet permit allows the service and consumption of liquor at a private, invitation-only banquet or gathering held in a public place or business. The events may not be advertised to the public, or on social media websites that the public can see.



# Applying Online for Banquet Permits

- Cost: \$10
- The permit must be completed and purchased on-line at :  
<http://www.liq.wa.gov/licensing/banquet-permits>
- If you accidentally purchase, make a mistake, or your banquet permit event gets cancelled, there are no refunds given.
- Applicant will receive two emails after finishing online application process.
  - Receipt
  - Actual attachment with permit that needs to be posted at the event.
- Make sure to read guidelines for Banquet Permits carefully online.



## Banquet Permits

- The liquor must be provided free of charge, or brought by individuals attending the event. No separate or additional charge may be made for liquor, and donations cannot be accepted.
- Liquor must be purchased from a retail store at full retail price.
- You must obtain any required permits from local authorities when you host an event in a public place.



## Banquet Permits

- Rental facilities or halls may require a banquet permit.
- Cannot use a Banquet Permit for business promotional events involving pecuniary gain.
- If a banquet permit is obtained, it must be purchased by the host.
- A Banquet Permit allows Enforcement Officers to inspect the event.

Contact Customer Service at 360-664-1600



## Public Safety

- Liquor may not be sold, served, or supplied to anyone under 21 years of age.
- Intoxicated persons may not consume, possess, or purchase liquor.
- Disorderly conduct is not allowed.
- No sales, service or consumption between 2 a.m. and 6 a.m.
- Mandatory Alcohol Server Training (MAST) Permits are not required, but encouraged under Special Occasions or Banquet Permits.

*Learn more about free Responsible Liquor Service Training at your local WSLCB enforcement office and other alcohol awareness resources at [www.liq.wa.gov](http://www.liq.wa.gov).*





## Public Safety Laws

- You, as the special occasion liquor license holder, are responsible for the conduct of your patrons.
- Public safety violations can be criminally and administratively levied against the license holder.
- Sale of alcohol to a minor is punishable by a \$5,000 fine and/or a year in jail (maximum).
- Overservice, lewd conduct or disorderly conduct carry similar fines and penalties.
- Liquor officers, and state and local police have the right to inspect your premises.



***Questions  
and  
Answers***



***Thank you...  
we wish you success!***

