



For Office Use Only	
Reception No.	_____
Date	____ / ____ / ____
Amount Rec'd	_____

Application for Special Occasion License for a Not-for-Profit Society or Organization

A Special Occasion License allows a not-for-profit society or organization to sell spirits, beer, and wine by the individual serving for on-premises consumption at a specified event. A Special Occasion Licensee may, with prior Board approval, sell beer and wine in original, unopened containers for off-premises consumption.

Fee is \$60.00 per day, per location. Make check payable to WSLCB. Mail application, with check to WSLCB, PO Box 43085, Olympia WA 98504-0385. Special Occasion license holders are limited to 12 single-day events per calendar year. **Applications must be filed at least 45 days before the event.**

Please call (360) 664-1600 if you have any questions.

1 Society or Organization Name _____

2 Organization's Street Address _____ City _____ State _____ Zip Code _____ County _____

3 Is the applicant a registered non-profit society/organization? Yes No
State Organization's UBI _____ or Tax ID # _____

4 Name of contact person (must be at least 21 years of age):

Name	Title	Date of Birth ____ / ____ / ____	(area code) _____	Phone No. _____
5 Has the applicant organization previously held a special occasion license? <input type="checkbox"/> Yes <input type="checkbox"/> No				
6 If yes, when? _____ License No.: _____				
7 Name of event you are having _____				
8 Name of premises (building, hall, room, etc.)where function will be held _____				
10 Event Location Address _____ City _____ State _____ Zip Code _____ County _____ Inside City Limits <input type="checkbox"/> Yes <input type="checkbox"/> No				
11 Is event being held on church or school property, a military facility, or a liquor licensed premises? If yes, appropriate official must sign below to authorize the sale of liquor at the event location. <input type="checkbox"/> Yes <input type="checkbox"/> No				
Signature _____ Title _____ Date _____				
12 Total Number of persons to attend event _____				
Total number of persons under 21 years of age to attend event _____				

Only certified 501 (c) 3 and 501 (c) 6 organizations registered by the IRS may receive donated product from wineries and/or breweries.

13 Are any wineries or breweries participating in your event? Yes No If yes, state the name(s) below:

All non-profit organizations are able to receive dispensing equipment, and/or purchased product from a winery, brewery, manufacture, distributor or retailer. **Manufacturers/distributors cannot donate money to a Special Occasion licensee.**

14 Monies from event will be distributed as follows: _____

15 Are you receiving anything other than advertising services, dispensing equipment, or product from a manufacturer, Distributor, or agent? Yes No

16 Mail license to: _____
Name Mailing Address/Street/PO Box, City, State Zip Code

Fax Number () _____
(Area Code) Phone No.

17 Are you requesting permission for sale of beer/wine for off-premises consumption? Yes No

Date(s) of Event	Beginning Time	Ending Time	Type of Event
/ /	A.M.	P.M.	<input type="checkbox"/> Music <input type="checkbox"/> Auction
/ /	A.M.	P.M.	<input type="checkbox"/> Community Celebration <input type="checkbox"/> Outdoor Event
/ /	A.M.	P.M.	<input type="checkbox"/> Other: _____
/ /	A.M.	P.M.	

All profits from the sale of alcohol will be returned to the non-profit organizations.
I certify the above statement is true and correct.

_____/_____/_____
Signature of non-profit representative Title Date