

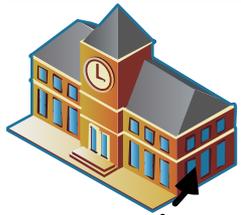


# Non-Profit Organization Special Occasion License-Checklist

Please see WACs 314.05 & 314.52.130 for Details—Contact LCB Customer Service: 360.664.1600 or WWW.LIQ.WA.GOV

## Step 3: Local Government.

is contacted by LCB Customer Service and allowed 20 days to recommend approval/denial. No response is considered approval by Local Government.



**Step 1: Non-Profit Reviews the following requirements and then applies to the WSLCB for Special Occasion License**

### Non-Profit's Application Requirements:

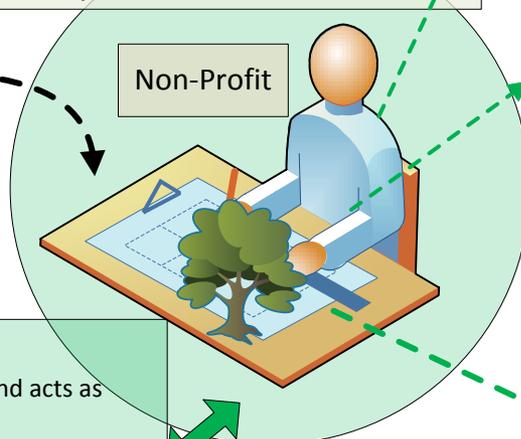
- Non Profit is registered with SOS or IRS
- Limited to 12 single day events per year
- Must apply 45 days before event
- Pay \$60 license fee per day

**Theme:** Special Occasion License SOL makes NPC a liquor licensed facility for limited time period with rights and responsibilities

**Step 4:** Non Profit receives License from WSLCB and Manages Event:

**Step 5:** Oversees the activities of other Licensed Entities including:

**A. Manufacturers, B. Distributors, C. Restaurants; and D. Promoters**



## Step 2: LCB Customer Service

Liquor Control Board receives application and takes the following action: Reviews information and inputs data.



## D. Promoters

**Key Role:** Support/Employed by Non-Profit and acts as employee of NPC.

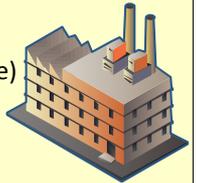
- Must be hired by Non-Profit holding the event
- Must be paid solely by Non-Profit for services related to the event?
- Cannot receive payment or product from other industry participants in event.



## A. Manufacturers (Wineries, Breweries & Craft Distilleries)

**Key Role:** Support to Non Profit not Manufacturer's Event

- Allowed to donate product if Non-Profit is a 501, c (3) or (6)
- Allowed to sell product to Non-Profit at wholesale
- Allowed to accept returns & provide refunds
- Allowed (Wineries & Breweries)to accept payments at end of event
- Allowed to pour at event (Breweries limited to beer exhibition event)
- Allowed to install dispensing equipment
- Allowed to directly pay a 3<sup>rd</sup> party for advertising
- Allowed (wineries & breweries) to pay booth fees (reasonable)
- Cannot sell to public

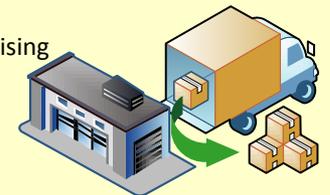


**P.S.** Breweries, Distilleries and Contract employees of Wineries must have an agents license to represent product.

## B. Distributors

**Key Role:** Support to Non-Profit not Distributor's Event

- Allowed to sell product at wholesale to NPC
- Allowed to accept returns
- Allowed to directly pay for 3<sup>rd</sup> party advertising
- Cannot to pour at exhibition event
- Cannot donate product
- Cannot sell to public
- Cannot extend credit



**P.S.** Must have an Agent's license if representing specific brand at event

## C. Licensed Restaurant

**Key Role:** Support to Non-Profit not the Restaurant's event.

- Special Occasion event must be held in a separate area of premises or premises closed to public.
- Cannot sell alcohol under restaurant license at Special Occasion event

**P.S.** Special Occasion event often gets confused with "Catering" event for NPC. In "Catering" event the Restaurant controls all funds.

