



Washington State
Liquor Control Board

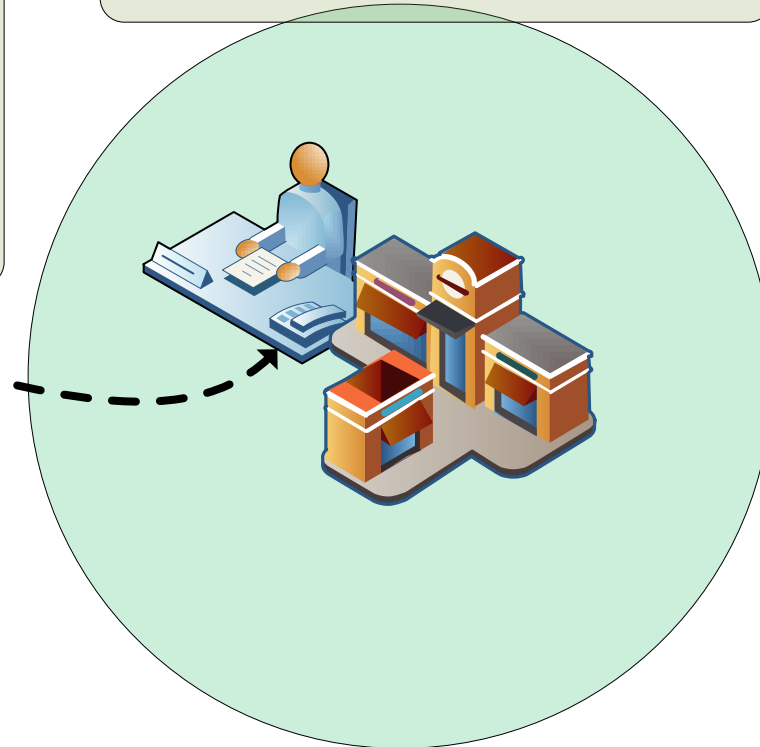
Banquet Permit Checklist 5/14/2013

For more details please review WAC 314-1

Contact WSLCB Customer Service: 360.664.1600 or WWW.LIQ.WA.GOV

Step 1. Individual or Entity applies for a Banquet Permit on Line
Pays \$10 fee.
<http://www.liq.wa.gov/licensing/banquet-permits>

Step 2. WSLCB On-line system receives and issues a banquet permit application
Applicant receives notification after application process is completed



Step 3: Managing Banquet Event Banquet Permit Standards include:

- Allowed to serve liquor at private event
- Event is invitation only that is held in a public place
- Must obtain all local permits when hosted at public place and meet all local requirements for events i.e. size of event
- **Event cannot be advertised in any manner to the public**
- **Cannot charge for liquor**
- **Cannot accept donations for liquor**
- Must purchase liquor from retail store at full retail price.
- Banquet Permit must be posted at event.