



User Guide

Apply for an Event

One-time events where alcohol will be present



Who is this User Guide for?

Special Occasion and Wine Industry Association Licensees



Apply for an Event

Active licensees are eligible for an event. Apply for an event permit directly through LCB's Website Portal:

If you hold a Local Wine Industry Association license and want to hold an event or want to apply for a Special Occasion license, you can apply for an event license directly through the Portal. Follow the steps below to apply for an event. For this example, we will apply for an event as a nonprofit organization wanting to hold a special occasion event.

The screenshot shows the top navigation bar of the Washington State Liquor and Cannabis Board website. The 'My Account' tab is highlighted with a yellow box and a '01' callout. Below the navigation bar, the 'My Account' section is displayed, featuring a table with account information. The 'Gold Rush Rentals' account name is highlighted with a yellow box and a '02' callout.

Account Name	Phone	Email	Status
Gold Rush Rentals		goldrushrentals1224@mailinator.com	
Jordan Mason	3605551212	jordanmason1224@mailinator.com	

01 First, go to the account with the active license. Click the **My Account** tab in the **Navigation Menu** to see the list of options.

02 Click the **Account Name** hyperlink to access the account information.

The screenshot shows the 'My Account' page with the 'License and Authorization' sub-tab highlighted by a yellow box and a '03' callout. Below the sub-tabs, the 'Licenses and Authorizations' section is visible, with the 'Active' filter selected.

03 Select the **License and Authorization** sub-tab to see the active license.



Account Details | Related Contacts | Pending Applications | **License and Authorization** | Permits | More

Licenses and Authorizations

Active | Inactive/Historical

Status: -Select- | Type: -Select- | Subtype: -Select-

[Reset Filters](#)

Account Name	License Number	Type	Subtype	Location
Gold Rush Rentals	507859	Special Occasion	Retail	10 DENNY WAY, SEATTLE, WA 98109-4907
Gold Rush Rentals	507746	Liquor	Retail	354 CHARDONNAY AVE STE 3, PROSSER, WA

04 Review the information available and identify the required license.

05 Use the navigation bar at the bottom of the table to see the last column on the right.

Account Details | Related Contacts | Pending Applications | **License and Authorization** | Permits | More

Licenses and Authorizations

Active | Inactive/Historical

Status: -Select- | Type: -Select- | Subtype: -Select-

[Reset Filters](#)

Subtype	Location	Expiration Date	Status	Additional Actions
Retail	10 DENNY WAY, SEATTLE, WA 98109-4907	Jan 24, 2025	Issued	<div style="border: 1px solid black; padding: 2px;"> ▼ </div>
Retail	354 CHARDONNAY AVE STE 3, PROSSER, WA, 99350		Pending	<div style="border: 1px solid black; padding: 2px;"> Add Event </div>

06 In the **Additional Actions** column, click the drop-down button to open the **Quick Actions** menu.

07 If your license is eligible for an event, you will be able to see the quick action to **Add Event**. Click **Add Event** and a pop-up window will open.



Account Details | Related Contacts | Pending Applications | License and Authorization | Permits | Agents

Add Event

Nonprofit Information

* Organization Name ⓘ
Gold Rush Rentals

* UBI Number ⓘ
9482003001245125

Business Location Address

* Street ⓘ
10 DENNY WAY

* City ⓘ * State ⓘ
SEATTLE WA

* Zip Code ⓘ

Steps

- Nonprofit Information
- Event Information
- Attestation
- Confirmation
- Select Payment Method
- Payment

Close

08 The Portal will guide you through the steps to complete the information required, such as the **Event Information**, **Attestation**, **Payment Method**, and more.



Review the **New Application User Guide** on the [Portal Resources](#) page to learn more about Quick Actions in the LCB Portal.

Status Type Subtype

Add Event

* Business Phone ⓘ

Primary Contact First Name ⓘ Primary Contact Last Name ⓘ
Jordan Mason

Primary Contact Email ⓘ Primary Contact Phone ⓘ
jordanmason1224@mailinator.com (360) 555-1212

* Primary Contact Date of Birth ⓘ * Washington State Driver's License Number or ID ⓘ
11-01-1999 WDL345123678

Next

Close

09 Click **Next** to complete each required section.



The screenshot shows a web form titled "Add Event". At the top, there are dropdown menus for "Status", "Type", and "Subtype". The main content area is divided into two sections: "Attestation" and "Steps".

Attestation

- I am a nonprofit.
- My nonprofit is keeping 100% of the profits it is illegal for a third party (e.g. a promoter or organizer) to run an event on your behalf in exchange for a percentage of the profits.
- I will not advertise or sell alcohol below cost.
- I understand my organization may only have 12, single-day special occasion events per calendar year.

I certify that all of the information provided in this application is true and correct.

Buttons: "Save for later" (green), "Pay Now" (green, highlighted with a yellow box and a yellow circle containing the number 10), and "Close" (green).

Steps

- ✓ Nonprofit Information
- ✓ Event Information
- **Attestation**
- Select Payment Method
- Payment

10 After you complete all the required information, select the **attestation** checkbox and click **Pay Now**. The LCB Portal will guide you through the steps to pay for your application. After you pay, you will be returned to the home page.



Review the **Payments User Guide** on the [Portal Resources](#) page to learn more about how to make payments, pay your cart, and account credit.