



User Guide

Apply for a Special Occasion 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.

Washington State Liquor and Cannabis Board

Search...Please type here and click enter...

Home **My Account** Apply Customer Service Request My Submission MAST & RVP More

My Account

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.

Washington State Liquor and Cannabis Board

Search...Please type here and click enter...

Home My Account Apply Customer Service Request My Submission MAST & RVP More

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

Licenses and Authorizations

Active Inactive/Historical

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>▼</div>
Retail	354 CHARDONNAY AVE STE 3, PROSSER, WA, 99350		Pending	<div>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.



- 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.