

User Guide

Apply for a One-Time Event

One-time events where alcohol will be present



Who is this User Guide for?

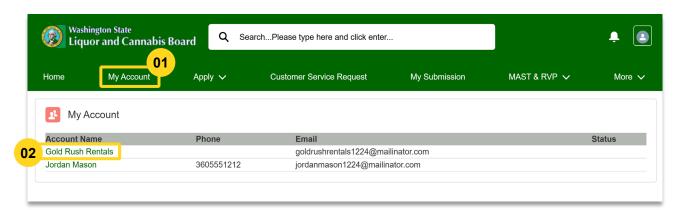
Current Special Occasion and Wine Industry Association Licensees

Apply for an Event

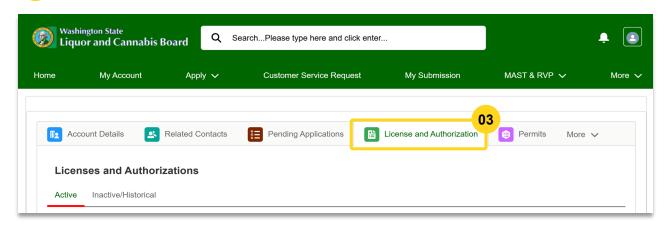
Active licensees are eligible for an event. Apply for an event permit directly through LCB's Website Portal:

If you hold a Special Occasions and Local Wine Industry Association license and want to hold an event, you can apply for an event license directly through the Portal.

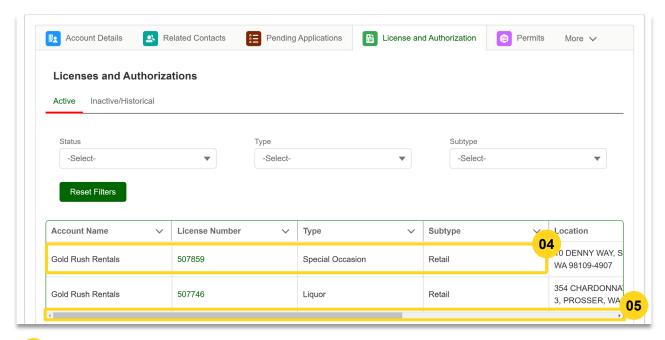
Follow the steps below to apply for an event. For this example, we will apply for an event as a nonprofit organization wanting to hold a special occasion event.



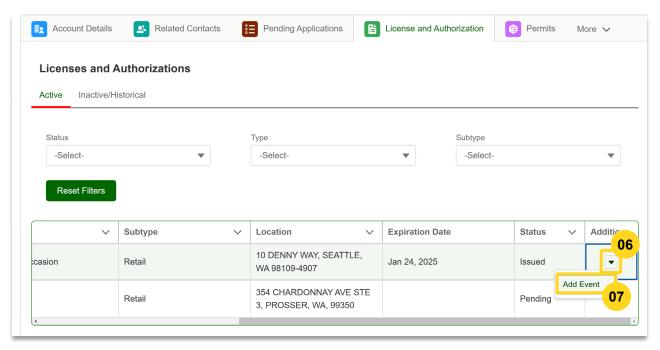
- First, go to the account with the active license. Click the **My Account** tab in the **Navigation Menu** to see the list of options.
- 02 Click the Account Name hyperlink to access the account information.



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

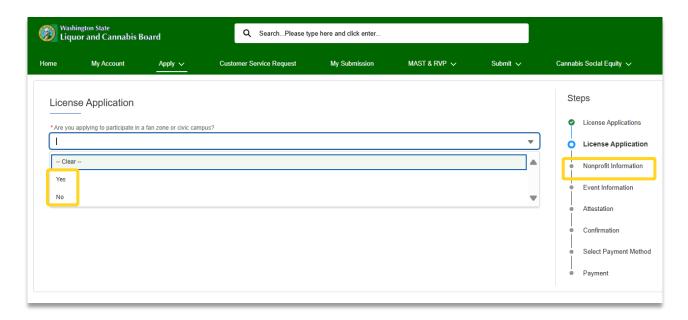


- **04** Review the information available and identify the required license.
- **05** Use the navigation bar at the bottom of the table to see the last column on the right.

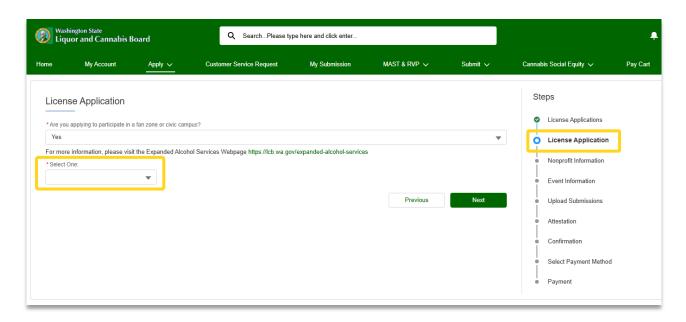


- In the **Additional Actions** column, click the drop-down button to open the **Quick Actions** menu.
- If your license is eligible for an event, you will be able to see the quick action to **Add Event**. Click **Add Event** and a pop-up window will open.





If you are applying to participate in a **fan zone** or **civic campus**: Select **Yes**, then select **Next**. If you are **not**, Select **No** and continue to pg. 5).

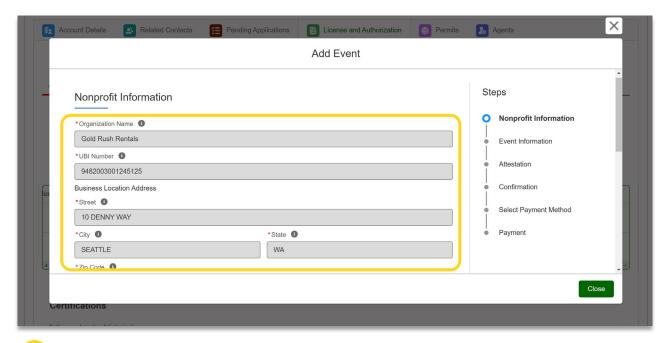


If you are applying to participate in a fan zone or civic campus, select **Yes**. Then, from the **Select One** dropdown, choose either **Fan Zone** or **Civic Campus** and click **Next** to continue.

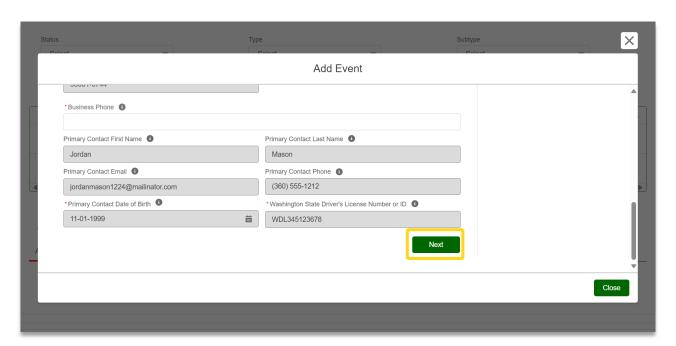


For more information, please visit the Expanded Alcohol Services Webpage:

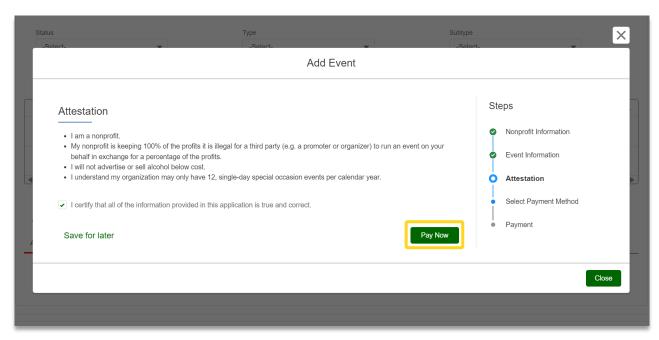
https://lcb.wa.gov/expanded-alcohol-services



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



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



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 <u>Portal Resources</u> page to learn more about how to make payments, pay your cart, and account credit.