



User Guide

Apply for a Special Occasion License

One-time events where alcohol will be present



Who is this User Guide for?

Special Occasion License Applicants



Apply for an Event

Apply for a Special Occasion License directly on the LCB Online Portal:

A special occasion license allows a bona fide nonprofit organization to sell liquor at a specific time, date, and place. Examples of events include fundraising dinners, gala events, auctions, and wine tastings.

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 Washington State Liquor and Cannabis Board online portal. The header is green with the board's logo and name. A search bar is present. The navigation menu includes links for Home, My Account, Apply, Customer Service Request, My Submission, MAST & RVP, Submit, Cannabis Social Equity, and Pay Card. The 'Apply' dropdown menu is open, showing options: 'Apply for a Permit' (highlighted with a yellow box), 'Apply for a License', 'Apply for Authorizations, Certifications, Other', and 'Apply for Packaging & Labeling'. Below the menu, the 'Permit Applications' section is visible, listing various permit types with icons and descriptions: Alcohol Permits, Alcohol Tasting, Banquet Permit, Bed and Breakfast, and Day Spa. A 'Steps' sidebar on the right shows 'Permit Applications' as the first step.

01 Click **Apply for License** and select **Special Occasion** then, **Next**.



Washington State Liquor and Cannabis Board

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

Home My Account **Apply** Customer Service Request My Submission MAST & RVP Submit Cannabis Social Equity Pay Cart

License Applications

License Type Please select the License Type you want to apply for

 **Local Wine Industry Association** A Local Wine Industry Association License is issued to nonprofit societies or organizations formed for the purpose of encouraging consumer education of and promoting the economic development for a designated area of the Washington state wine industry. Licensees may purchase or receive donations of wine from licensed domestic wineries and certificate of approval holders to use for promotional or marketing purposes.

 **Non-Profit Arts License** This license allows a bona fide non-profit organization, managed by a board of at least 8 individuals, to sell spirits, beer and wine in conjunction with artistic or cultural exhibitions, presentations or performances.

 **Special Occasion License** A Special Occasion License allows a nonprofit society or organization to sell spirits, beer, and wine by the individual serving for on-premises consumption at a specified event. You may request to sell spirits, beer and wine in original, unopened containers for off-premises consumption in combination with this privilege. 

Next

Steps

- License Applications
- License Application
- Nonprofit Information
- Event Information
- Attestation
- Confirmation
- Select Payment Method
- Payment

02 Select **Special Occasions License**, then **Next**.

Washington State Liquor and Cannabis Board

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

Home My Account **Apply** Customer Service Request My Submission MAST & RVP Submit Cannabis Social Equity

License Application

* Are you applying to participate in a fan zone or civic campus?

☐ Yes

☐ No

Steps

- License Applications
- License Application**
- Nonprofit Information
- Event Information
- Attestation
- Confirmation
- Select Payment Method
- Payment

03 If you are applying to participate in a **fan zone** or **civic campus**: Select **Yes**, then select **Next**.

If you are **not** applying to participate in a fan zone or civic campus: Select **No**, then skip the next page to continue on pg. 5).



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

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



- 04** 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.

Fan Zone refers to a designated alcohol-service event area, while **Civic Campus** refers to a public community event space. These are specific, limited allowances. See the link below for details.



For more information, please visit the Expanded Alcohol Services Webpage:
<https://lcb.wa.gov/expanded-alcohol-services>



Nonprofit Information

05

* Organization Name ⓘ

* UBI Number ⓘ

Please fill up all the required fields.

Zip code must be 5 characters or formatted in this way xxxxx-xxxx.

Business Location Address

* Address ⓘ

* City ⓘ * State ⓘ * Zip ⓘ
 -Select-

Steps

- License Applications
- License Application
- Nonprofit Information**
- Event Information
- Attestation
- Confirmation
- Select Payment Method
- Payment

05

In this step, the Portal will guide you through entering the required nonprofit details.

Once complete, you will continue through the remaining steps shown on the right, including **Event Information, Attestation, Confirmation, Select Payment Method, and Payment**. This ensures you provide all the information needed for a complete application.

* City ⓘ * State ⓘ * Zip ⓘ
 -Select-

* Business Phone ⓘ

Primary Contact First Name ⓘ Primary Contact Last Name ⓘ

Primary Contact Email ⓘ Primary Contact Phone ⓘ

Previous **Next**

06

06

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



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.

Pay Now

Steps

07

License Applications

License Application

Nonprofit Information

Event Information

Upload Submissions

Attestation

Confirmation

Select Payment Method

Payment

07 After reviewing the attestation statements, check the box to certify that all the information provided in your application is **true** and **correct**. Once certified, select **Pay Now** to move forward.



After this step, the Portal will guide you through the remaining stages of the process: **Confirmation**, **Select Payment Method**, and **Payment**.



Select Payment Method

Choose Payment Method ⓘ 08

☒ Credit Card
☐ ACH

Save for later

Previous

Next

Steps

✓ License Applications

✓ License Application

✓ Nonprofit Information

✓ Event Information

✓ Attestation

○ Select Payment Method

● Payment

08 On this page, choose your preferred payment method: **Credit Card** or **ACH (electronic bank transfer)**. After making your selection, click **Next** to continue to the Payment page. If you need more time, you can also select **Save for later** (on the bottom left) to pause and return to your application.



After selecting a payment method and clicking **Next**, the system will open the payment page in a new window to finish your transaction.

NOTE: At this point, the process will split based on the payment method you select. To avoid confusion, the next slides use labels **A** (Credit Card) and **B** (ACH). Follow the instructions for the option you choose.



Make a Payment

My Payment

WSLCB Payments

Amount Due \$180.00

Payment Information

Frequency One Time

Payment Amount \$180.00

Payment Date Pay Now

Contact Information

First Name

Last Name

Company (Optional)

Address 1

Address 2 (Optional)

City/Town



The payment details shown (e.g., amount due, frequency, payment amount, payment date) are automatic based on the information you enter. **Your amount may be different than the example shown.**

Payment Method

Card Number



Expiration Date Month Year

Card Security Code



Card Billing Address ☒ Use my contact information address

☐ Use a different address

[Continue](#)

[Cancel](#)

A

A

If you select **Credit Card**, you'll be asked to enter your card details (number, expiration date, security code) and **billing information**. Click **Continue** to proceed.



Make a Payment

My Payment

WSLCB Payments

Amount Due \$180.00

Payment Information

Frequency One Time

Payment Amount \$180.00

Payment Date Pay Now

Contact Information

First Name

Last Name

Company (Optional)

Address 1

Address 2 (Optional)

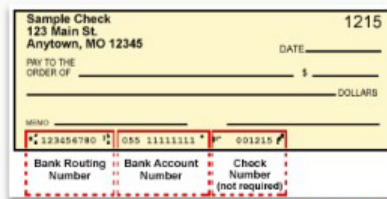
City/Town



The payment details shown (e.g., amount due, frequency, payment amount, payment date) are automatic based on the information you enter. **Your amount may be different than the example shown.**

Payment Method

B



Personal Check | Business Check

Bank Routing Number

Bank Account Number

Bank Account Type ☒ Checking ☐ Savings

☐ This is a business account

Continue

Cancel

B

If you select **ACH**, you'll be asked to enter your bank account details and **billing information**. Click **Continue** to finish your payment.