



# Apply for a Banquet Permit

## How to Guide

# Apply for a Banquet Permit



*This table of contents is clickable; To access the sections, click each title. The home icon at the top right of each header will redirect you to this page.*

## Table of Contents

### 1. [Banquet Permit](#)

## Purpose

After completing this document, you will be able to:

- Complete and submit a Banquet Permit application in the LCB Portal.
- View the Banquet Permit in your email inbox.



# 01/ Banquet Permit



## What is it?

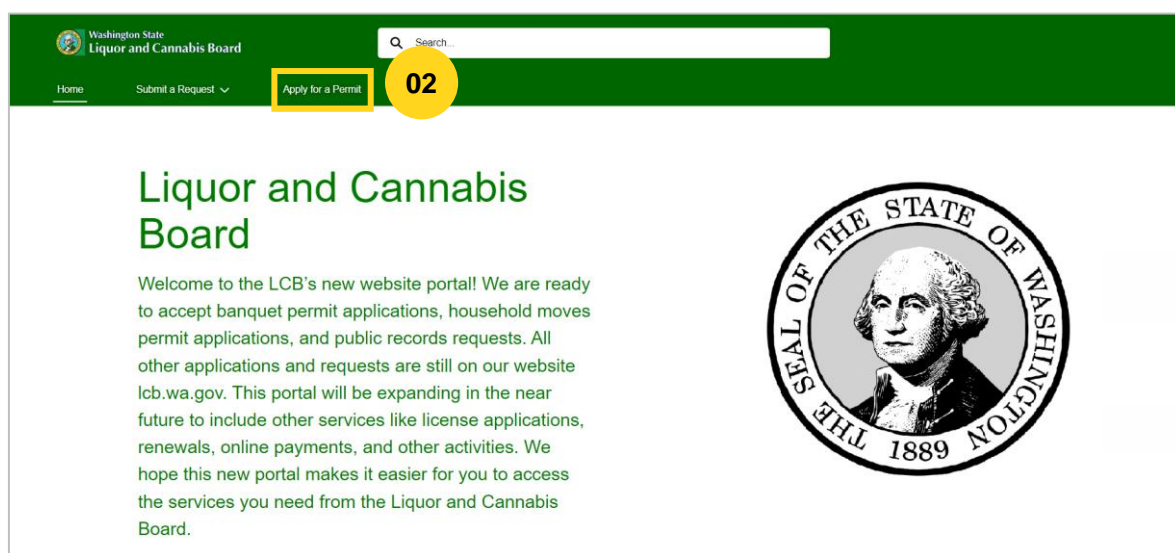
A Banquet Permit is a permit that allows the service and consumption of liquor at a private, invitation-only banquet or gathering held in a public place or business. Examples include weddings, company banquets, retirement parties, and club, organization, or church events.



## How to apply for a Banquet Permit?

01 Access the **LCB portal** from this link: [Home](#) (site.com)

02 On the LCB portal, click the **Apply for a Permit** tab.



You do not need to create an account to apply for a Banquet Permit.



# 01/ Banquet Permit

**03** Click the icon next to the Banquet Permit description.

Washington State Liquor and Cannabis Board

Search...

Log in

Home Submit a Request Apply for a Permit

Permit Application

**03**

**Permit Application**

Please select the Permit Type you want to apply for

**Banquet Permit** A permit that allows the service and consumption of liquor at a private, invitation-only banquet or gathering held in a public place or business. Examples include weddings, company banquets, retirement parties, and club, organization or church events.

**Household Move Permit** An Individual Importation Permit that authorizes the shipment of your alcoholic beverages into Washington State.

Steps

- Permit Application

**04** A checkmark icon is displayed next to the Banquet Permit description. Click the **Next** button to continue.

Washington State Liquor and Cannabis Board

Search...

Log in

Home Submit a Request Apply for a Permit

Permit Application

**Permit Application**

Please select the Permit Type you want to apply for

**Banquet Permit** A permit that allows the service and consumption of liquor at a private, invitation-only banquet or gathering held in a public place or business. Examples include weddings, company banquets, retirement parties, and club, organization or church events.

**Household Move Permit** An Individual Importation Permit that authorizes the shipment of your alcoholic beverages into Washington State.

Steps

- Permit Application
- 1. Applicant Information
- 2. Location Information
- 3. Event Information
- 4. Acknowledgement
- 5. Verify & Pay
- Confirmation

**Next**

**04**



The **Steps** section is displayed on the right navigation. This section indicates the total number of steps required to complete this transaction. As you complete one step and move to the next, you can view your progress.



# 01/ Banquet Permit

**05** Fill out the fields below with your information and click the **Next** button:

- **Name of Organization:** (If applicable)
- **First Name**
- **Middle Name**
- **Last Name**
- **Date of Birth**
- **Address**
- **City**
- **State**
- **Zip Code**
- **Email Address**
- **Confirm Email Address**
- **Phone Number**

### 1.Applicant Information

Name of Organization ⓘ  
Enter Organization Name:

\* First Name ⓘ  
Enter First Name:

Middle Initial ⓘ  
Enter Middle Initial:

\* Last Name ⓘ  
Enter Last Name:

\* Date of Birth ⓘ

\* Address

\* City      \* State      \* Zip  

-Select-

\* Email Address ⓘ  
Enter Email Address:

\* Confirm Email Address  
Enter Email Address:

\* Phone Number ⓘ

Steps

**05**

Submit Application

1.Applicant Information

2.Location Information

3.Event Information

4.Acknowledgement

5.Verify & Pay

6.Confirmation

Next

**05**



Mandatory fields are marked with a red asterisk (\*).

Also, note that if you are inactive for more than 30 minutes while filling out the application, you will be automatically logged out and will need to start over.



# 01/ Banquet Permit

**Note 1:** The person that applies for the permit must be over 21 years old to get a Banquet Permit



Must be 21 years old to purchase permit.

**Note 2:** If the email addresses do not match, this warning message appears and you cannot continue until they match.



Confirm Email Address should be the same as Email Address.

**06**

Complete the following fields with the location information and click the **Next** button:

- **Name of Building or Location of Event:** (If applicable)
- **Event Room or Area Held:** (If applicable)
- **Event Street Address**
- **Event County**
- **Event City**
- **Event Zip Code**

### 2.Location Information

Name of Building or Location of Event ⓘ  
Enter Name of Building

Event Room or Area Held ⓘ  
Enter Room or Area Held

\* Event Street Address ⓘ  
Enter Street Address of Location

\* Event County ⓘ  
▼

\* Event City ⓘ  
▼

\* Event Zip Code ⓘ

#### Steps

Permit Application

**06** Applicant Information

**2.Location Information**

3.Event Information

4.Acknowledgement

5.Verify & Pay

6.Confirmation

Previous

**Next**

**06**



Click the **Previous** button if you need to modify some information.

**Note:** The event street address must be in Washington State.



Please select a valid zip code in the state of Washington.



# 01/ Banquet Permit

**07** Complete the following fields with the event information then click the **Next** button:

- **Start Date and End Date:** (Select the date from the calendar)
- **Start Time and End Time:\*** (Select the time from the drop-down list)
- **Number of Days:** (If your event is scheduled to end before 2 a.m. the next day please enter '1' for your value)
- **Event Type:** (Select the event type from the drop-down menu)
- **Description:** (If applicable)
- **Number of Persons Proposed to Attend**
- **Number of Persons Under 21 Years of Age that will attend**
- **Name, Address and phone number of Caterer:** (If applicable)

### 3.Event Information

\* Start Date

\* Start Time

\* End Date

\* End Time

Legal hours for service and consumption of liquor are between 6 a.m. to 2 a.m.daily

\* Number of Days

The cost of the permit will be \$10.00 per event day. 1 event day = 6 a.m. to 2 a.m.

\* Event Type

Description

\* Number of Persons Proposed to Attend

0

\* Number of Persons Under 21 Years of Age that will attend

0

Name of Caterer

Enter Name of Caterer

Address of Caterer

Enter Address of Caterer

Caterer Phone Number

Previous

Next

### Steps

07

Permit Application

Applicant Information

2.Location Information

3.Event Information

4.Acknowledgement

5.Verify & Pay

6.Confirmation



The cost of the permit is \$10 per event day.

One (1) event day = 6 a.m. to 2 a.m.

\*The legal hours for service and consumption of liquor are between 6 a.m. to 2 a.m. daily, every day of the week.



# 01/ Banquet Permit

- 08** Complete the following fields and click the **Next** button:
- Read the acknowledgement and select the declaration checkbox
  - **Please Sign:** (Use your full name; this acts as your official signature)

**4. Acknowledgement**

**Testimonial:**

☐ I declare under penalty of perjury under the law of Washington that the foregoing is true and correct RCW 5.50.050

- Liquor will not be sold for cash, scrip, tickets or any other manner whatsoever.
- This permit is not valid on a liquor-licensed premise while the liquor license is suspended.
- All liquor served will be purchased in Washington State from an authorized liquor retailer.
- This permit will be conspicuously posted in the banquet area.
- Liquor will be served and consumed only in the portion of the premises described.
- Liquor will be served only to members and invited guests who are 21 years of age or older.
- Legal hours for service and consumption of liquor are 6:00 a.m. to 2:00 a.m. daily.
- The event and the premises for which this permit is issued will be subject to inspection by any liquor control officer or law enforcement officer.
- WAC 314-18-040: Applicants for events at City and County parks have received written approval from the appropriate local authority for the banquet applied for.

\* Please Sign

**Warning: WAC 314-18-070 states that no banquet permittee or employee of a banquet permittee may knowingly permit.**

- Applicants for events at City and County parks have received written approval from the appropriate local authority for the banquet applied for.
- The service of liquor to or consumption of liquor by any person under 21 years of age at the Banquet Permit event.
- Any disorderly conduct to occur at the Banquet Permit event.
- The service of liquor to or consumption of liquor by an apparently intoxicated person(s).

**By making this application and accepting the Banquet Permit YOU ARE ASSUMING FULL RESPONSIBILITY FOR THIS FUNCTION. A violation could subject the violator to criminal prosecution, immediate cancellation of the permit and render the applicant/premises ineligible for future permits.**

[Previous](#) [Next](#)

**Steps**

- 1. Permit Application
- 2. Applicant Information
- 3. Location Information
- 4. Event Information
- 5. Acknowledgement
- 6. Verify & Pay
- 7. Confirmation

- 09** Verify the information: email address and total amount due. Once confirmed, click the **Pay Now** button.

**5. Verify & Pay**

Thank you for applying. Your Banquet Permit is for 1 days. The total amount due is \$ 10.00. Once payment is processed, you will receive an email at v.jimenez.zambrano@accenture.com with a copy of your issued permit.

**Total Amount Due : \$ 10.00**

[Pay Now](#)

**Steps**

- 1. Permit Application
- 2. Applicant Information
- 3. Location Information
- 4. Event Information
- 5. Acknowledgement
- 6. Verify & Pay
- 7. Confirmation





# 01/ Banquet Permit

**10a** Payment web page opens in the same tab. Fill out the following fields under the **Contact Information** section:

- **First Name**
- **Last Name**
- **Address 1**
- **City/ Town**
- **State/Province/Region**
- **Zip Code**
- **Country**
- **Phone Number**
- **Email Address**

Washington State Liquor and Cannabis Board

**Banquet Permits**

[Exit](#)

### Make a Payment

My Payment

WSLCB Banquet Permit

Amount Due \$10.00

Payment Information

Frequency One Time

Payment Amount \$10.00

Payment Date Pay Now

Contact Information

First Name

Last Name

Company (Optional)

Address 1

Address 2 (Optional)

City/Town

State/Province/Region

Zip/Postal Code

Country

Phone Number

Email Address

[Become a Registered User](#)



# 01/ Banquet Permit

**10b** Next, fill out the following fields in the **Payment Method** section then click the **Continue** button:

- **Card Number**
- **Expiration Date:** (Select from the drop-down menu)
- **Card Security Code:** (the three-digit number on the back of the card)
- **Card Billing Address:** (Check the correct option)

Payment Method

Card Number

Expiration Date Month  Year

Card Security Code

Card Billing Address ☒ Use my contact information address  
☐ Use a different address

**10b**

**10b**

[Continue](#) [Cancel](#)

powered by **usbank**

[Customer Service](#) | [Help](#) | [Privacy Policy](#) | [Security](#)



You can use a credit or debit card to make the payment.




If your **Card's Billing Address** is different than the one you put in the contact information section, select "Use a different address" option and use the correct address.



# 01/ Banquet Permit

11 Review the payment information and click the **Confirm** button.

 Washington State  
Liquor and Cannabis Board

Banquet Permits

[Exit](#)

### Review Payment

Please review the information below and select Confirm to process your payment. Select Back to return to the previous page to make changes to your payment.

Payment Details

Description

Washington State Liquor Control Board (LCB)  
WSLCB Banquet Permit  
<http://lcb.wa.gov/licensing/banquet-permits>

Payment Amount

\$10.00

Payment Date

04/25/2023

Payment Method

Payer Name

Valeria Jimenez

Card Number

\*9990

Expiration Date

Apr-2024

Card Type

Visa

Confirmation Email

v.jimenez.zambrano@accenture.com

Billing Address

Address 1

Test

City/Town

Test

State/Province/Region

Oregon

Zip/Postal Code

00000

Country

USA

Contact Information

First Name

Valeria

Last Name

Jimenez

Address 1

Test

City/Town

Test

State/Province/Region

Oregon

Zip/Postal Code

00000

Country

USA

Phone Number

1157417452

Email Address

v.jimenez.zambrano@accenture.com

11

Confirm

Back

powered by  11

[Customer Service](#) | [Help](#) | [Privacy Policy](#) | [Security](#)



If needed, click the **Back** link to return to the Payment page to make changes to your payment.



# 01/ Banquet Permit

- 12 Verify the information and click the **Continue** button.

Washington State Liquor and Cannabis Board Banquet Permits

**Confirmation**

Please click Continue to finish processing your banquet permit.

Please keep a record of your Confirmation Number, or [print this page](#) for your records.

Confirmation Number **WSBLCB000278356**

**Payment Details**

Description	Washington State Liquor Control Board (LCB) WSLCB Banquet Permit <a href="http://lcb.wa.gov/licensing/banquet-permits">http://lcb.wa.gov/licensing/banquet-permits</a>
Payment Amount	\$10.00
Payment Date	04/25/2023
Status	PROCESSED

**Payment Method**

Payer Name	Valeria Jimenez
Card Number	*9990
Card Type	Visa
Confirmation Email	v.jimenez.zambrano@accenture.com

**Billing Address**

Address 1	Test
City/Town	Test
State/Province/Region	Oregon
Zip/Postal Code	00000
Country	USA

**Continue** 12

**Note:** You will also receive a confirmation in your email.

- 13 A payment confirmation message is displayed on the screen. Click the **Return To Home** button to navigate to the homepage.

Washington State Liquor and Cannabis Board

Home Submit a Request Apply for a Permit

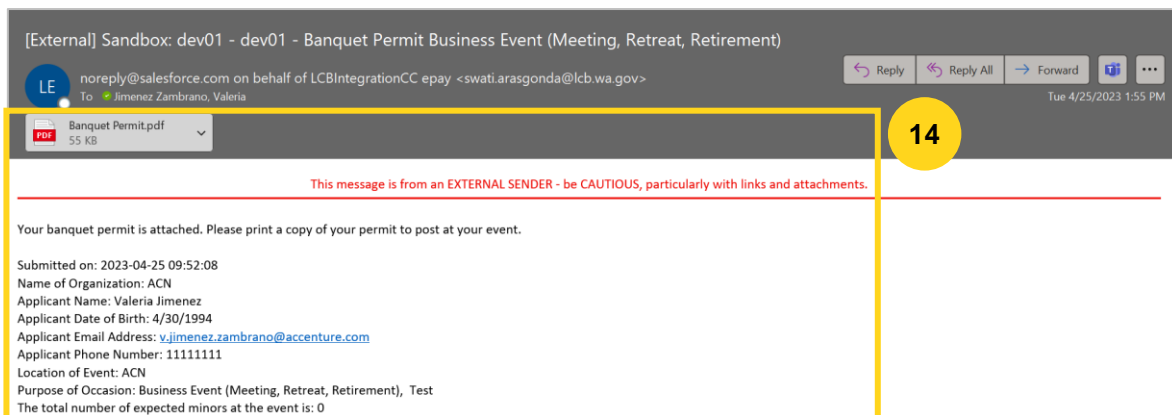
Thank you for your payment. We have issued Banquet Permit : 23-04-000949

**Return To Home**



# 01/ Banquet Permit

- 14 You will receive an email from LCB ([noreply@lcb.wa.gov](mailto:noreply@lcb.wa.gov)) at the email address you added in the Banquet Permit form.



You can review, download, and print your Banquet Permit to post at your event.

Washington State  
Liquor and Cannabis Board  
Safe Communities for Washington State

Permit Number: 23-04-000949  
Issue Date: April 25, 2023

**Banquet Permit**

Applicant Name: Valeria Jimenez  
Name of Organization: ACN  
Applicant Address: 1709 NE 6TH ST  
City, State, Zip: BEND, OR 97701-4001  
Applicant Phone: 11111111  
Applicant Email: v.jimenez.zambrano@accenture.com

Start Date of Event: May 01, 2023  
Start Time: 08:00 PM  
End Date of Event: May 01, 2023  
Stop Time: 10:00 PM  
Number of People Attending: 15  
Number of People Under 21: 0  
Event Location or Location of Event: ACN  
Event Room or Area Held: 3rd floor  
Event Street Address: 1516 W Northwest Blvd  
Event City: Spokane  
Event County: Spokane  
Type of Event: Business Event (Meeting, Retreat, Retirement)  
Description of Event: Test  
Issue of Caterer: [blank]  
Caterer Phone Number: [blank]  
Address of Caterer: [blank]

The event will not be open to the public. No advance sale of tickets will be made to the general public. No advertising will be directed to the general public - this includes advertising in social media.  
Liquor will not be sold for cash, scrip, tickets or any other manner whatsoever.  
Liquor will be served and consumed only in the portion of the building or location described on the application.  
Liquor will be served only to members and employees who are 21 years of age or older.  
Liquor hours for service and consumption of liquor are 9:00 a.m. to 2:00 a.m., daily.  
The permit holder is responsible to get any further signpost required from the appropriate law authority for events at city and county parks.

The event and the premises for which the permit is issued will be subject to inspection by any Liquor and Cannabis Board officer or law enforcement officer.

Warning: WAC 314-18-070 states that no banquet permit or employee of a banquet permit may knowingly permit:  
• The service of liquor to or consumption of liquor by any person under 21 years of age at the Banquet Permit event.  
• Any disorderly conduct to occur at the Banquet Permit event.  
• The service of liquor to or consumption of liquor by an obviously intoxicated person.

By making this application and accepting the Banquet Permit you are assuming full responsibility for this function. A violation could subject the violator to criminal prosecution, immediate cancellation of the permit and render the applicant responsible for future permits.

This permit is not valid unless signed, dated and posted by the holder hereafter. By signing below, I am assuming full responsibility for the event and the compliance of the rules stated above. I declare under penalty of perjury under the law of Washington that the foregoing is true and correct.

Printed name: \_\_\_\_\_ Signed at (city or other location, state or country): \_\_\_\_\_  
Signature: \_\_\_\_\_ Date signed (date, month, year): \_\_\_\_\_

WSLCB Licensing and Regulation, PO Box 43086, Olympia WA 98504 | Licensing Contact Information 360-464-1600 | Online: lcb.wa.gov



If you do not receive the email, check your junk email.  
Contact LCB if you do not receive an email or need a copy of your Banquet Permit to be resent to you.



# IT Support Contacts



Email: [servicedesk@lcb.wa.gov](mailto:servicedesk@lcb.wa.gov)



Phone: +1-360-664-1776