



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.

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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?

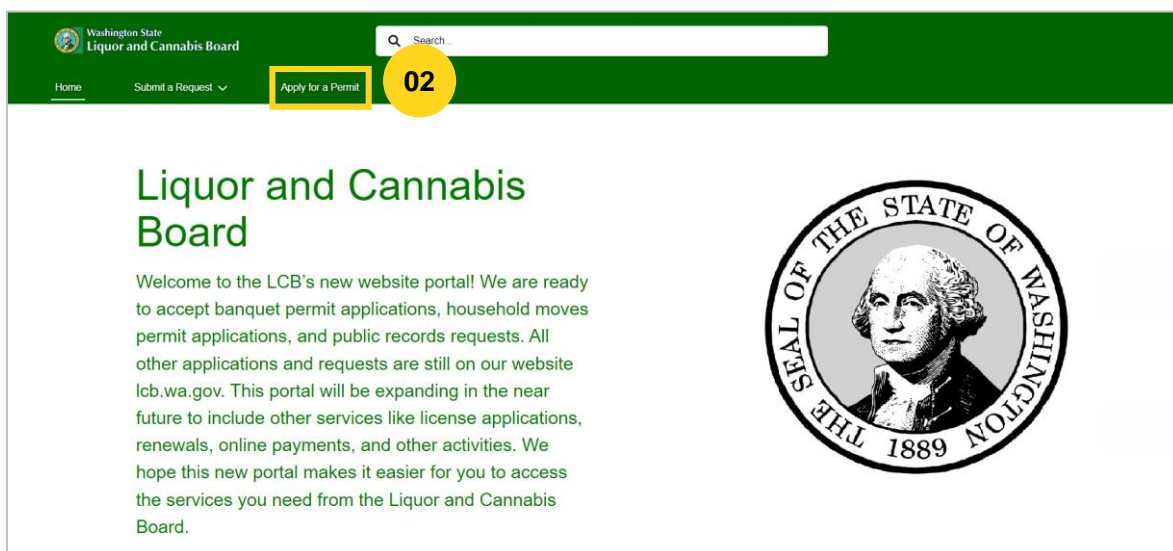
A Banquet Permit is a permit that allows the service and consumption of liquor at a private, invitation-only banquet or gathering held in a public place or business. Examples include weddings, company banquets, retirement parties, and club, organization, or church events.



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.

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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.



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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 ¹

Enter Organization Name:

* First Name ¹

Enter First Name:

Middle Initial ¹

Enter Middle Initial:

* Last Name ¹

Enter Last Name:

* Date of Birth ¹

Address

* City * State * Zip

Enter Email Address:

* Confirm Email Address

Enter Email Address:

* Phone Number ¹

Next

Steps

05 Permit Application

1. Applicant Information

2. Location Information

3. Event Information

4. Acknowledgement

5. Verify & Pay

6. Confirmation




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.




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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**


We are aware of a problem in the Event Location Zip Code field.


If you can't move past the Event Location Zip Code validation, delete the Event Location Zip Code and reenter the valid zip code manually. A zip code drop-down menu will pop up below. From the drop-down menu select the correct zip code for your event location. This should clear the error and allow you to move on.


2.Location Information


Name of Building or Location of Event 

Event Room or Area Held 

*Event Street Address 

*Event County 


*Event City 

*Event Zip Code 


Steps

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

Previous
Next

 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.



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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)

The screenshot shows a web form titled "3.Event Information". The form fields are highlighted with a yellow border. The fields include: Start Date (calendar icon), Start Time (dropdown), End Date (calendar icon), End Time (dropdown), Number of Days (text input), Event Type (dropdown), Description (text input), Number of Persons Proposed to Attend (text input), Number of Persons Under 21 Years of Age that will attend (text input), Name of Caterer (text input), Address of Caterer (text input), and Caterer Phone Number (text input). A "Steps" sidebar on the right shows the progress: 1. Permit Application, 2. Applicant Information, 3. Event Information (highlighted with a blue circle and '07' callout), 4. Acknowledgement, 5. Verify & Pay, 6. Confirmation. At the bottom of the form are "Previous" and "Next" buttons.

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.



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- 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.

Steps

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

Previous Next

- 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

Steps

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

Pay Now



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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**

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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

10a

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](#)



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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)

The screenshot shows the 'Payment Method' section of a form. A yellow box highlights the input fields for Card Number, Expiration Date, Card Security Code, and Card Billing Address. A yellow circle with '10b' is placed over the Card Number field. Another yellow circle with '10b' is placed over the Card Billing Address options. Below the form are 'Continue' and 'Cancel' buttons. At the bottom left is the 'powered by usbank' logo, and at the bottom right are links for 'Customer Service', 'Help', 'Privacy Policy', and '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.



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

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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

Confirm [Back](#)

powered by **usb** 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.



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

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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**

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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
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](#)

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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.

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

[Return To Home](#)



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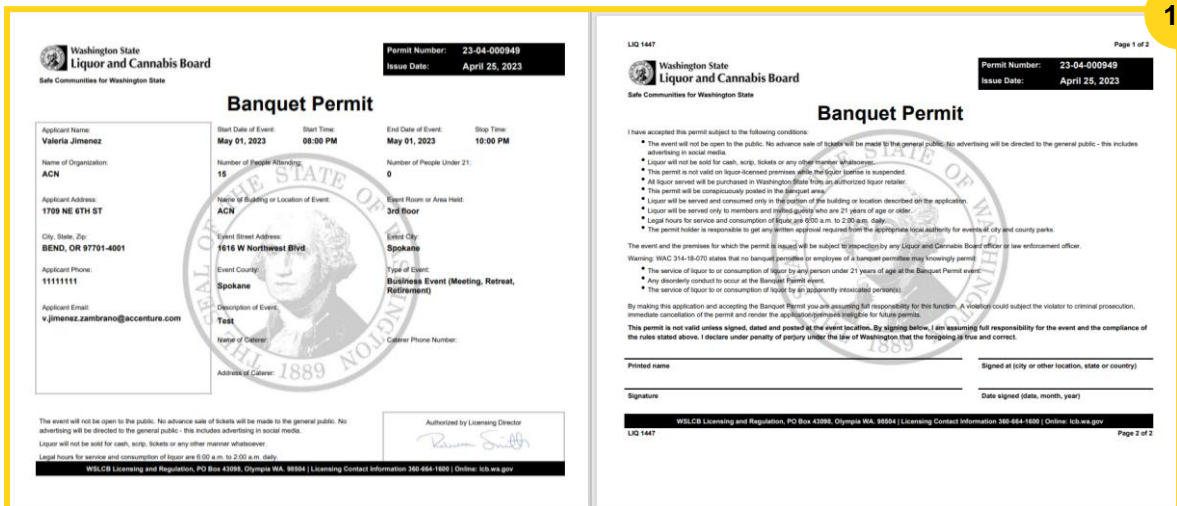
14

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



14

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



14



If you do not receive the email, check your junk email. Contact LCB if you did 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



Phone: +1-360-664-1776