

LIQUOR Banquet Permits and Special Licenses

Issued by: Washington State Liquor Control Board (WSLCB)
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Website: www.liq.wa.gov

If alcohol will be available at the event, either a Banquet Permit or Special Occasion License will be required. The Applicant will need to contact the WSLCB to purchase a permit or license. Commercial General Liability insurance with a liquor liability endorsement is also required, see City official for details. The proof of coverage must be provided with the City's rental application. Summary below subject to change by WSLCB.

BANQUET PERMIT (permit fee is \$10 per day):

The permit allows for 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. After the banquet permit is completed, a copy of it will be sent to the local liquor enforcement office. Officers may visit the function so it is important that a copy of the permit is posted at the event.

- All banquet permit sales are final. No refunds will be issued.
- Banquet permits are available to "For-profit" businesses, societies, organizations, and individuals.
- Retail liquor licensees may not obtain banquet permits.
- Attendance must be by invitation only. The event may not be open or advertised to the public.
- Liquor must be free of charge, or brought by individuals attending the event. No separate or additional charge may be made for liquor, and donations cannot be accepted.
- The event cannot be for business promotions.
- Liquor must be purchased from a retail store at full retail price.
- Package deals are allowed that may include, for example, the cost of dinner, liquor and entertainment. To ensure participants receive an equal share, tickets exchangeable for drinks may be issued as part of the package price. No profit may be made from the packaged deals.

SPECIAL OCCASION LICENSE (license fee is \$60 per day, per location – applications available on-line):

IMPORTANT: WSLCB requires that the application and fee be submitted 45 days before the event. The license allows a bona fide nonprofit organization to sell liquor at a specified date, time and place. Examples include a fundraising dinner, gala event, auction, or wine tasting. Organizations are limited to 12 single day events per calendar year.

- Available to bona fide nonprofit organizations, allows sales of spirits, beer and wine by individual serving for on-premises consumption.
- The local authority will be notified of the application and have the opportunity to weigh in on the application.
- Special occasion licensees may not advertise or sell alcohol below cost.
- Spirits may be purchased from a domestic (in-state) Spirits Distributor, Retailer licensee, Craft Distillery, or Distillery. Spirits may also be purchased from a U.S. distillery holding a Spirits Out-of-State Certificate of Approval (COA) with Washington to ship spirits directly to licensed retailers. Beer or wine may be purchased wholesale or retail.

Note: It is against the law to allow a third party (i.e.: "promoter") to run an event on the Applicant's behalf in exchange for a percentage of the profits. Allowing a third party to collect part of the proceeds or take a cut of the proceeds could prevent the nonprofit from obtaining future Special Occasion Licenses.