



Utah Department of
Alcoholic Beverage Control
P.O. Box 30408
Salt Lake City, UT 84130

SINGLE EVENT PERMIT

Website: www.abc.utah.gov
Phone 801-977-6800
Fax 801-977-6889

APPLICATION CHECKLIST

Single event permits are issued for the sale of all types of alcohol to the permit holder conducting a convention, civic or community enterprise. Permits may only be issued to bona fide partnerships, corporations, limited liability companies, churches, political organizations, incorporated associations, or to recognized subordinate lodges, chapters or other local units in existence for at least one year prior to the date of the application.

The applicant shall state whether it is seeking a 120 hour single event permit or a 72 hour single event permit. Applicants may only be issued either four (120) hour permits or twelve (12) 72 hour permits in a calendar year.

Permits are issued by the DABC Director contingent on review by the Alcoholic Beverage Control Commission.

Complete* applications must be submitted at least 30 days prior to the event.

Late applications will be accepted on a case by case basis. Additionally, Due to statutory restrictions, applications received less than 7 business days prior to the event will not be considered. (When counting days, realize that there must be seven business days between the day the application is received and the date of the event).

****A complete application has All of the information requested and supporting documents attached***

1. _____ Completed Application Form includes: Initial the attestation Notarize the signature All information Complete.
2. _____ \$125 Permit fee (refunded if permit is not granted)
3. _____ \$1,000 Bond or Bond kept on file
 \$1,000 check, cash or money order *or*
 Corporate surety bond (template attached) *or*
 Third Party Liability Agreement if someone other than the applicant is paying the bond. (see instructions)
4. _____ Local city, town, or county consent to the issuance of the event permit. **LOCAL CONSENT MUST BE TURNED IN WITH THE APPLICATION OR THE APPLICATION CANNOT BE PROCESSED.** Please contact the business licensing office where the event is to be held to ensure adequate processing time.
5. _____ Organization / Entity: documentation (that applies to your organization): i.e. Articles of incorporation tax exempt filing with the IRS (if applicable), Partnership agreement Letter of authorization from qualifying parent organization etc.
6. _____ Current Certificate of existence with date of organization *if not a Utah organization*
7. _____ Proposed advertisement of the event such as printed and or electronic media [website links etc.]
8. _____ Complete list of proposed ***control measures***. Required and/or recommended Control measures listed in the application should be filled out for every type of event. Provide additional pages of control measures if necessary)
9. _____ Detailed and scaled floor plan on an 8 ½" by 11" sheet of paper. The floorplan should be very comprehensive;
All control measures should be included on the floorplan / map.
10. _____ TC-721 Utah State Tax Commission – Exemption Certificate
11. _____ Proof that the applicant is conducting "a convention, civic, or community enterprise"



Utah Department of
Alcoholic Beverage Control
P.O. Box 30408
Salt Lake City, UT 84130

**EVENT PERMIT APPLICATION
SINGLE EVENT PERMIT**

Licensing and Compliance Division
Application Number _____
For Internal Use Only

72 HOUR (or less) PERMIT
12 permits per calendar year allowed

This is permit # _____
for calendar year _____

SINGLE EVENT PERMIT Fees: \$125
 Event Bond \$1,000 or
 \$1,000 Surety Bond or
 Bond on file from previous event
 Using third party bond

73-120 HOUR PERMIT
4 permits per calendar year allowed

This is # _____
for calendar year _____

ENTITY ORGANIZATION INFORMATION

- Organization Name: _____
Entity Type: Corporation Limited Liability Company Political Organization Religious Organization Partnership
 State agency or political subdivision Incorporated Association Recognized subordinate lodge, chapter or local unit of an entity
 Non-profit Corporation Qualified as section 501(c)(3) Federal Tax exempt Other _____
- Daily Business of Organization: _____
- Date organization founded: _____
(must have been in existence for more than one year and have active status – submit certificate of existence)
- Organization phone: _____ Fax _____
E-mail: _____
- Does this organization have a current DABC License: _____ License #: _____
- Contact Person: _____ Phone: _____
E-mail: _____
- Sales Tax / Tax exempt number _____ or 501(c)(3) tax exempt # _____
- Organization address: _____
STREET CITY STATE ZIP
- Mailing address (if different from individuals or organization): _____
STREET CITY STATE ZIP

EVENT INFORMATION (For events with multiple venues, attach "Multiple Venues" form)

- Event Name: _____
- Event Venue: _____ DABC Licensee? _____

Street City Zip
- Date(s) of the event: _____ Alcohol Service hours: _____ to _____

13. Type of Event: a) *purpose* of the event: _____

b) describe event activities: _____

14. Who benefits from the proceeds of this event? _____

15. Admission charge (if any): _____ Is alcohol included with admission? No Yes *

If Yes, how many alcoholic beverages are included: * _____ and /or cash bar? No Yes *

*** If an unlimited number of alcoholic beverages are included, all of the following conditions must apply:**

(i) Alcoholic beverages are served to patrons at a seated event; _____ Yes

(ii) Food is available when the alcohol is furnished; _____ Yes, and

(iii) No advertising of unlimited alcoholic beverages provided in the admission charge. _____ Yes

16. Alcohol to be served and price(s): Beer \$ _____ Heavy Beer \$ _____

Wine \$ _____ Flavored Malt beverages \$ _____ liquor \$ _____

17. Methods to be used for advertising:* _____

***Please submit a copy of your proposed advertising with your application**

18. List any private or public schools, churches, public libraries, public playgrounds and parks located within 600 feet of the event venue: _____

CONTROL MEASURES

Sufficient control measures to prevent sales to minors and over-consumption are required for all events.

19. The applicant must comply with all control measures required for the type of event being hosted (see below). However, the director, after reviewing the facts and circumstances of a particular event, may in its discretion waive some of the control measures, or require *more* control measures. If you want to request a waiver you will have to provide sufficient evidence that the event will maintain control.

A. Please tell us more about your event:

No Food Food Available Full Meals Minors allowed Over 21 Only

Maximum attendance per day at your event _____ Maximum in consumption area _____

B. Small Scale Indoor event (1000 people or less) Private Event – not open to the public
(by invitation only – purchasing a ticket does not necessarily make it private)
 Any size indoor event with no minors allowed

If you checked any box in 19 "B" - these events are required to have control measures one through six as outlined on the following page. However, you may carefully consider ALL ELEVEN control measures listed and may also check any of those you have decided will assist you with control of your event.

C. Outdoor event *and* open to the general public Large Scale Event (over 1000 people) *and* minors allowed

If you checked either box in "C" - these Large scale or outdoor events are required to have all eleven control measures as listed on the following page, unless you are granted a waiver.

CONTROL MEASURES 1 through 6 Required For All Events *

* Please check the boxes indicating you have read and will be implementing that control measure unless requesting a waiver.

- I. I.D. Checking Location:** All events are required to have at least one location where adults wanting to purchase alcoholic beverages must show proof of age.
- II. Training for those taking ID's:** Any person assigned to check proof of age shall have completed the alcohol server training seminar within the last three years. (Contact the Utah Division of Substance Abuse & Mental Health at 801-538-3939 or the substance abuse website at <http://www.dsamh.utah.gov/stateapprovedproviders.htm>).
- III. Training for Servers:** At least one person who has completed the alcohol server training seminar outlined in Utah Code 62A-14-401 shall be at each location where alcoholic beverages are sold and dispensed to supervise the sale and dispensing of alcoholic beverages.
- IV. Number of Alcohol Beverages:** Each event patron *may have no more than one alcoholic beverage in front of them at a time*. Event servers may sell two alcoholic beverages to one person, but servers will be responsible for ensuring that the second beverage is not for the person purchasing the beverages and is not being provided to minors. **(By Statute, this control measure cannot be waived).**
- V. Event Properly Secured:** The event must be properly secured and completely delineated by some type of physical structure (s) i.e. fencing, walls, gates, secured entrances and exits. *(See floor plan instructions and note these items on the floor plan).*
- VI. Security:** There must be a minimum of 1 security person for every 50 people estimated to be in the consumption area at one time (either inside the alcohol garden, or inside the venue if there is no alcohol garden required). Security may include police officers, hired security, organization staff members, security volunteers etc.

Estimated number of people in the consumption area _____ Number of security intended: _____

Type of Security: _____

CONTROL MEASURES 1-10 Required For Large Scale Or Outdoor Public Events: * Extra Control Measures May Be Added To ANY Event

- VII. Readily Identifiable Cups:** Alcohol shall be served in readily identifiable cups or containers distinct from those used for non-alcoholic beverages.
 - Type of container(s) for alcohol beverages: _____
 - Type of container(s) for other beverages: _____
- VIII. Alcohol Garden:** If minors may attend the event, all dispensing and consumption of alcoholic beverages shall be in a designated, confined and restricted area where minors are not allowed without being accompanied by a parent or guardian and where alcohol consumption is closely monitored.
- IX. ID Station Separate:** The I.D. check station(s) must be separated from the alcohol sales location(s).
- X. Proof of Age – Handstamp or Wristband:** Adults wanting to purchase alcoholic beverages must show proof of age and either have their hand stamped or be issued a non-transferrable wristband. Measures should be taken to prevent inappropriately discarded or damaged wristbands (which may end up in the control of minors). Indicate which control measure you will use:
 - Non transferrable wristband Handstamp
- XI. Other:** List any other control measure not mentioned above: _____

REQUESTING A WAIVER OR MODIFICATION OF ANY CONTROL MEASURE?

20. Please review all ten control measures. If you wish to request a waiver of any required control measure for your event, please provide a reason for the waiver request: _____

(a) *Alcohol Garden* or (b) Other – (please list specifically): _____

FLOOR PLAN

21. Please attach a floor plan with this application on an 8 ½ x 11" sheet of paper, outlining the event area.

- a. List the name and type of event being held: (i.e. festival, dance, race, concert etc.)
- b. The floor plan should include all physical features of the event area, including indoor or outdoor areas.
 - Building walls
 - Fencing – include type, height, etc.
 - Entrance and exit points
 - Entrances / Exits must be secured. Tell us how they are controlled (gates, security, exit only, etc.)
 - Any other natural physical barriers such as rivers, lakes, ravines etc.
- c. Indicate location of food sales, other vendors, exhibits, stages, tables, etc.
- d. Show where the Proof of age (ID) station(s) is located.
- e. Indicate alcohol garden, alcohol sales location(s), consumption areas, (include seating, alcohol garden barriers and what type of barrier will be used for the alcohol garden)
- f. List the number of security personnel and what type (hired security, volunteer employees, police officers etc. and where they are stationed).
- g. Include any additional control measures not already listed above or in item 19-B. Add an additional written summary, if you feel it is necessary, to explain your event in further detail.

ATTESTATION

(Please INITIAL that you have read each statement)

22. By initialing & signing below, the applicant attests that:

- _____ Consent is given that authorized representatives of the commission, department, or any law enforcement officers will have unrestricted right to enter the premises during the event; and That the person signing this application is authorized to act on behalf of the applicant.

- _____ The information contained in this application is true and correct;

- _____ No minor is a partner or managing agent of the applicant partnership; a managing agent, officer, director, or stockholder who holds at least 20% of the total issued and outstanding stock of the applicant; or a manager or member who owns at least 20% of the applicant limited liability company;

- _____ No person in the alcoholic beverage industry (winery, brewery, distillery, importer, supplier, wholesaler, bottler, or warehouse) holds a partial interest in the ownership of the retail business or in the real or personal property owned, occupied, or used by the applicant in the conduct of the applicant's business.

- _____ No *gambling* or any other violation of law or ordinance will be allowed on the premises serviced by the single event permittee; The applicant does not and will not discriminate against persons on the basis of race, color, sex, religion, ancestry, or national origin at the event;

- _____ He/she has read and will abide by the provisions of the relevant parts of 32B-9 & 32B-15, Utah Code, and all Rules of the Commission and directives of the Department of Alcoholic Beverage Control; and understands that failure to adhere thereto or to no longer possess the qualifications of a single event permittee may result in immediate suspension and/or revocation of the permit and forfeiture of the compliance bond;

- _____ Under 32B-1-304, no person who has been convicted of a felony; two or more convictions of driving under the influence of alcohol or drugs within the last five years; or any crime involving the sale, manufacture, distribution, warehousing, adulteration or transportation of alcoholic beverages, or involving moral turpitude may apply for or be granted a single event permit.

NOTARY

_____ Authorized Signature	_____ Date
_____ Name/Title	

State of _____ County of _____

Subscribed and sworn before me this day _____ of _____, 20_____

 Notary Public Seal

MULTIPLE VENUES FORM

1. Event Name: _____

2. Event Venue # _____ Venue Name _____ DABC Licensee? _____

Street

City

Zip

3. Date(s) of the event: _____ Alcohol Service hours: _____ to _____

4. Multi day event? Total attendance at the event per day _____

5. Describe event activities: _____

6. Admission charge (if any): _____ Is alcohol included with admission? No Yes *

If Yes, how many alcoholic beverages are included: * _____

*** If an unlimited number of alcoholic beverages are included, all of the following conditions must apply:**

(i) Alcoholic beverages are served to patrons at a seated event; Yes

(ii) Food is available when the alcohol is furnished; Yes, and

(iii) No advertising of unlimited alcoholic beverages provided in the admission charge. Yes

7. Cash bar? No Yes *

8. Alcohol to be served and price(s): Beer \$ _____ Heavy Beer \$ _____

Wine \$ _____ Flavored Malt beverages \$ _____ liquor \$ _____

9. List any private or public schools, churches, public libraries, public playgrounds and parks located within 600 feet of the event venue: _____

10. Will food be available? Full Meals? Will minors attend the event? Indoors < 1000 people

Private Event (Invitation only - where the general public is not invited nor tickets obtained by the public)

11. Or - Extra Control Measures Required if:

Is the event located outdoors and open to the general public? Yes*

Does the event have an estimated attendance in excess of 1000 people with minors present? Yes*

12. If you wish to request a waiver of any control measure listed on the following pages, please indicate:

(a) Alcohol Garden or (b) Other - (please list specifically): _____

Explain the extra controls you will use if a waiver is to be granted _____

CONTROL MEASURES - 1-6 are Required For All Events:

- I. I.D. Checking Location:** All events are required to have at least one location where adults wanting to purchase alcoholic beverages must show proof of age.
- II. Training for those taking ID's:** Any person assigned to check proof of age shall have completed the alcohol server training seminar within the last three years.
- III. Training for Servers:** At least one person who has completed the alcohol server training seminar outlined in Utah Code 62A-14-401 shall be at each location where alcoholic beverages are sold and dispensed to supervise the sale and dispensing of alcoholic beverages.
- IV. Number of Alcohol Beverages:** Each event patron *may have no more than one alcoholic beverage in front of them at a time*. Event servers may sell two alcoholic beverages to one person, but servers will be responsible for ensuring that the second beverage is not for the person purchasing the beverages and is not being provided to minors. **By Statute, this control measure cannot be waived.**
- V. Event Properly Secured:** The event must be properly secured and completely delineated by some type of physical structure (s) i.e. fencing, walls, gates, secured entrances and exits. *(See floor plan instructions and note these items on the floor plan).*
- VI. Security:** There must be a minimum of 1 security person for every 50 people estimated to be in the consumption area at one time (either inside the alcohol garden, or inside the venue if there is no alcohol garden required). Security may include police officers, hired security, organization staff members, security volunteers etc.

Estimated number of people in the consumption area: _____ Number of security intended: _____
Type of Security: _____

Control Measure 1-10 are Required For ALL Large Scale or Outdoor Public Events: * Extra Control Measures May Be Added To ANY Event

- VII. Readily Identifiable Cups:** Alcohol shall be served in readily identifiable cups or containers distinct from those used for non-alcoholic beverages.
 - Type of container(s) for alcohol beverages: _____
 - Type of container(s) for other beverages: _____
- VIII. Alcohol Garden:** If minors may attend the event, all dispensing and consumption of alcoholic beverages shall be in a designated, confined and restricted area where minors are not allowed without being accompanied by a parent or guardian and where alcohol consumption is closely monitored.
- IX. I.D. Station Separate:** The I.D. check station(s) must be separated from the alcohol sales location(s).
- X. Proof of Age – Handstamp or Wristband:** Adults wanting to purchase alcoholic beverages must show proof of age and either have their hand stamped or be issued a non-transferrable wristband. Measures should be taken to prevent inappropriately discarded or damaged wristbands (which may end up in the control of minors). Indicate which control measure you will use:

Non transferrable wristband **Handstamp**

- XI. Other:** List any other control measure not mentioned above: _____

As Part of local consent required by 32B-9-201(1)(c), the locality may provide a recommendation as to whether the entity is conducting a civic or community enterprise, which is required. The director may consider the recommendation of the local authority, notwithstanding, an event permit will not be issued if, based other totality of the circumstances, it is determined that the permit is being used to circumvent other applicable requirements of the event permit act.

**SINGLE EVENT PERMIT
Local Consent**

PURPOSE: Local business licensing authority provides written consent to the Alcoholic Beverage Control Commission to issue an event permit to an organization for the purposes of storage, sale, offer for sale, furnish, or allow the consumption of an alcoholic product on the event premises. **Authority:** Utah Code 32B-9-201

_____, City Town County
Local business license authority

hereby grants its consent to the issuance of a temporary single event permit license to:

Applicant Entity/Organization: _____

Event Name: _____

Event location address: _____
street city state zip

On the _____ day(s) of _____, _____
dates month year

during the hours of _____, pursuant to the provision of Utah Code 32B-9 for
define hours from - to

the sale of (Check all that apply) Beer Heavy Beer Wine Flavored Malt Beverages Liquor

We are recommending this entity as conducting a civic or community enterprise* Yes No

NOT providing a recommendation

***As Part of local consent required by 32B-9-201(1)(c), the locality *may* provide a recommendation as to whether the entity is conducting a civic or community enterprise.** A civic or community enterprise means a function that is in the nature of a temporary special event such as a social, business, religious, political, governmental, educational, recreational, cultural, charitable, athletic, theatrical, scholastic, artistic, or scientific event. A "civic or community enterprise" generally is a gathering that brings members of a community together for the common good. Single event permits may not be issued to or obtained by an entity or organization for the purpose of avoiding or attempting to avoid the requirement of state retail alcohol licensing.

Authorized Signature

Name/Title

Date

SALES TAX INFORMATION FOR SINGLE EVENT PERMIT HOLDERS

The prices of liquor, wine, and heavy beer at the liquor stores and package agencies do not include sales tax. The sales tax will be added at the cash register when members of the general public shop in a liquor store or package agency and bring their purchases to the cash register. Permit holders that make purchases at the cash register will be charged sales tax just like the general public.

Single event permit holders may be able to purchase liquor from the department without paying the sales tax under these two conditions:

- a. The permit holder must file tax commission form TC-721 with the DABC. A copy of this form is included in this application packet. Once filed, the permit holder can buy liquor, wine, and heavy beer exempt from sales tax at any DABC owned and operated state liquor store. If the permit holder buys from a local package agency that is a "contracted store" (not owned or operated by the DABC), the licensee has to file form TC-721 with the package agency in order to be able to purchase "sales tax exempt"; *and*
- b. The permit holder must adhere to the liquor order procedures established by the DABC commission as follows:
 - i. Commission rule requires that orders must be placed in advance to allow department personnel sufficient time to assemble the order. The order shall include the business name of the permit holder, department permit number, and list the products ordered specifying each product by code number and quantity. The order may be telephoned or faxed to the store or agency.
 - ii. The permit holder shall allow at least four hours for department personnel to assemble the order for pick-up. When the order is complete, the permit holder will be notified by phone and given the total cost of the order. The permit holder may pay for the product with cash, company check, cashier's check, or debit card with a PIN.
 - iii. The permit holder or the permit holder's designee shall examine and sign for the order before it leaves the store, agency or satellite warehouse to verify that the product has been received.
 - iv. Merchandise shall be supplied to the permit holder on request when it is available on a first come first serve basis. Discounted items and limited items may, at the discretion of the department, be provided to a permit holder on an allocated basis.



Utah State Tax Commission • 210 N 1950 W • Salt Lake City, UT 84137

Exemption Certificate
(Sales, Use, Tourism and Motor Vehicle Rental Tax)

TC-721
Rev. 7/15

Name of business or institution claiming exemption (purchaser)		Telephone number	
Street address	City	State	ZIP Code
Authorized signature	Name (please print)	Title	
Name of Seller or Supplier:	Department of Alcoholic Beverage Control		Date

The signer of this certificate **MUST** check the box showing the basis for which the exemption is being claimed.

DO NOT SEND THIS CERTIFICATE TO THE TAX COMMISSION
Keep it with your records in case of an audit.

RESALE OR RE-LEASE
Sales Tax License No. _____

I certify I am a dealer in tangible personal property or services that are for resale or re-lease. If I use or consume any tangible personal property or services I purchase tax free for resale, or if my sales are of food, beverages, dairy products and similar confections dispensed from vending machines (see Rule R865-19S-74), I will report and pay sales tax directly to the Tax Commission on my next sales and use tax return.

COMMERCIAL AIRLINES
Sales Tax License No. _____

I certify the food and beverages purchased are by a commercial airline for in-flight consumption; or, any parts or equipment purchased are for use in aircraft operated by common carriers in interstate or foreign commerce.

RELIGIOUS OR CHARITABLE INSTITUTION
Sales Tax License No. _____

I certify the tangible personal property or services purchased will be used or consumed for essential religious or charitable purposes. **This exemption can only be used on purchases totaling \$1,000 or more, unless the sale is pursuant to a contract between the seller and purchaser.**

NOTE TO SELLER: Keep this certificate on file since it must be available for audit review. Questions? Email taxmaster@utah.gov, or call 801-297-2200 or 1-800-662-4335.

If you need an accommodation under the Americans with Disabilities Act, email taxada@utah.gov, or call 801-297-3811 or TDD 801-297-2020. Please allow three working days for a response.

DO NOT SEND THIS CERTIFICATE TO THE TAX COMMISSION

UTAH DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL
Single Event \$1,000 Cash Bond
Third Party Liability Agreement

Complete this form if the \$1,000 cash bond is provided by a person other than the applicant.

The undersigned hereby consents to the use of this \$1,000 check for the purposes of a single event compliance bond on behalf of:

Single event permittee: _____

Name of event: _____

Date of Event: _____

Name on check: _____

Furthermore, it is understood that said \$1,000 must be left on deposit with the department for 30 days following said event, and that if said permit is rescinded, the \$1,000 may be forfeited.

Authorized Signature

Print Name

UTAH DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL

1625 S 900 W • PO Box 30408 • Salt Lake City, UT 84130-0408 • Phone (801) 977-6800 • Fax (801) 977-6889

“SINGLE EVENT BOND”

BOND # _____

KNOW ALL PERSONS BY THESE PRESENTS:

That **Principal**, _____, a single event permittee, doing business as (DBA)_____, and **Surety**, _____, a corporation organized and existing under the laws of the state of _____ and authorized to do business in Utah, are held and bound unto the Utah Department of Alcoholic Beverage Control in the sum of **\$1,000**, for which payment will be made, we hereby bind ourselves and our representatives, assigns, and successors firmly by these presents.

Dated this _____ day of _____, _____.

THE CONDITION OF THIS OBLIGATION IS SUCH THAT:

WHEREAS, the above principal has made application to the Utah Alcoholic Beverage Control Commission for a single event permit pursuant to the provisions of 32B-9, Utah Code.

NOW, THEREFORE, if said principal, its officers, agents and employees shall faithfully comply with the provisions of Title 32B, Utah Code, and the rules and directives of the Utah Alcoholic Beverage Control Commission and the Utah Department of Alcoholic Beverage Control, then this bond shall be void; but, if said principal, its officers, agents and employees fail to comply with the provisions of the laws, rules and directives or orders as the commission or department may issue, then this bond shall be in full force and effect and payable to the Utah Department of Alcoholic Beverage Control. This bond shall run for a continuing term effective _____ unless canceled by service of written notice upon the Utah Department of Alcoholic Beverage Control, which cancellation shall be effective 30 days after receipt of such notice; provided however, that no part of this bond shall be withdrawn or canceled while violations, legal actions or proceedings are pending against said permittee / principal.

Surety

Principal / Licensee

Attorney in fact

Authorized signature

Name / Title

{ Corporate Seal }

STATUTORY AFFIDAVIT FOR CORPORATE SURETY

STATE OF: _____

COUNTY OF: _____

On the _____ day of _____, _____, personally appeared before me, _____, who, being by me duly sworn, did say that he / she is the attorney in fact of _____, **Surety**, and that said instrument was signed in behalf of said surety by authority, and acknowledged to me that he / she as such attorney in fact executed the same.

Notary Public Signature & *Seal*

Note: Corporate surety's own affidavit also acceptable

Application Instructions:

Please review these instructions prior to, and as you fill out the Single Event Application.

Single Event Permit:

Single event permits provide for the legal storage sale, service and consumption of liquor, wine, heavy beer, and beer for temporary events. Permits may only be issued to bona fide partnerships, corporations, limited liability companies, church, political organization, or incorporated associations or to a recognized subordinate lodges, chapters or other local units. To be a 'bona fide and/or 'recognized subordinate or local entity, the organization must have been in existence for at least one year prior to the date of the application and must furnish proof thereof. Permits are issued by the Alcoholic Beverage Control Director contingent on review by the Alcoholic Beverage Control Commission

A "120 hour single event permit" means a single event permit that authorized under this part, the storage, sale, offering for sale, furnishing and consumption of liquor for a period not to exceed 120 consecutive hours.

A "72 hour single event permit" means a single event permit that authorized under this part, the storage, sale, offering for sale, furnishing and consumption of liquor for a period not to exceed 72 consecutive hours.

The commission may not issue more than: (a) four (4) single event permits in any one calendar year to the same applicant if one or more of the single event permits is a 120 hour single event permit; or
(b) twelve (12) single event permits in any one calendar year to the same applicant if each of the single event permits issued to that person is a 72 hour single event permit.

A 'calendar year' is considered January to December

As Part of local consent required by 32B-9-201(1)(c), the locality may provide a recommendation as to whether the entity is conducting a civic or community enterprise which is required, and the director may consider the recommendation of the local authority. Notwithstanding, an event permit will not be issued if, based other totality of the circumstances, it is determined that the permit is being used to circumvent other applicable requirements of the event permit act.

1. Applicant entity/Organization Information:

List the organization operating or sponsoring the event and the entity type, i.e. Corporation, Limited Liability, Etc. Documents must be provided to prove the entity type. Also provide tax exempt status if this is a non-profit organization.

2. Date the Organization was founded: Legal physical address of the organization - street, city and zip code to include suite or section number if applicable. Attach a certificate of existence.

3. What does your Organization do on a daily basis i.e. hold church meetings and religious activities, teach school children, Government business, restaurant, concert venue, etc.

4a and b – Organization address: List the Organization address and mailing address if different.

5. Organization contact information: Phone, fax and email.

6. List any type of DABC License this organization may have i.e. Restaurant, Beer Recreational, banquet etc.

7. Contact Person: The person who is responsible for the completion and submission of the application and contact information

8. Sales Tax / Tax Exempt Number: Sales tax number issued by the Utah Tax Commission or tax exempt number issued by Internal Revenue Service. Also provide proof of 501(c) (3) nonprofit tax exemption status.

9 Event Name: Advertised event name

10. Event Venue: Where the event is being held - Name, address (street, city, zip). List any DABC licenses this venue may have.

11. Type of Event: What type of event is being held i.e. a convention, civic, or community enterprise - describe event activities and what the purpose of this event is. (i.e. fundraiser to help the fund cancer patients at the Children's Hospital etc.).

12. Who will benefit from the proceeds of this event: Where are the profits from the sale of alcohol going (i.e. building fund etc.)

13. Name or group catering the event: List the name of person or group providing service of food and/or alcohol.

14. Date(s) and Hours of event: List the specific date(s) and hours of the event. The permit is restricted to the date and hours you have listed. Local consent issued for the event must match the application.

15. Attendance: Projected daily attendance; cumulative attendance if a multi-day event.

16. Admission Charge - if alcohol is included in admission price: Alcohol included in the admission is considered an indirect sale of alcohol. Alcoholic products must be limited or if an unlimited number of alcoholic products are included, all the following conditions apply: (i) Alcoholic beverages are served to patrons at a seated event; (ii) Food is available when the alcohol is furnished; and (iii) No person advertises that at the event an unlimited number of alcoholic beverages will be provided in the admission charge

17. Alcohol prices: List the price established for all alcohol being sold and each alcohol type product you will serve.

18. Advertising: Provide any advertising you will be using including print media, radio or TV copy and electronic media (hyperlink).

19. List private or public schools, churches, public libraries, public parks or playgrounds within 600 feet of the event venue: The proximity requirements of Section 32B-1-202 do not apply to an event permit. However, nothing in this section prevents the director from considering the proximity of an educational, religious, or recreational facility, or any other relevant factor in deciding whether to issue an event permit.

20. Control Measures:

Sufficient control measures to prevent sales to minors and over-consumption are required for all events:

A-All events: Control measures outlined in Rule 81-10B-2 are required for all events to employ adequate measures to prevent minor's access to alcohol and over-consumption. The director, after reviewing the facts and circumstances of a particular public event, may at their discretion, relax some of the control measures outlined, or require more control measures. Review the control measures carefully, and affirm the measures you will have in place by checking each box and answering the questions as required in the application. In order to request a waiver of any control measure, the applicant must provide enough other control measures to compensate.

B-Large Scale: It is necessary to have added control measures for large-scale public events when the estimated attendance is in excess of 1,000 people; or an outdoor public event. These types of events must comply with the extra control measures to minimize the risk of minors being sold or furnished alcohol or adults being over-served alcohol at the event. Again, the director, after reviewing the facts and circumstances of a particular outdoor or large-scale public event, may at their discretion, relax some of the control measures outlined, or require more control measures. Review the control measures carefully and affirm the measures you will have in place by checking each box and answering the questions as required in the application. In order to request a waiver of any control measure, the applicant must provide enough other control measures to compensate.

21. Floor Plan: The floor plan should be drawn on 8 ½ x 11 inch paper (preferably) outlining the entire premises or landscape of the event. The floor plan shall include all entry and exit points, proof of age locations, and (if outdoors) a well-defined, properly secured perimeter including type and height of fencing or natural barriers (i.e. rivers, lakes, ravines, etc.) delineating the event. Include all the control measures from the application i.e. posted security, food sales, beer garden, etc. (taken from the control measure checklist in the application) on the floor plan. An Additional attached summary is fine, if necessary, to explain the control measures for the event.

Attestation:

Each Statement on the application will need to be initialed indicating that the applicant has read and agreed to each statement.

- Consent is given that authorized representatives of the commission, department, or any law enforcement officers will have unrestricted right to enter the premises during the event; and
- That the person signing this application is authorized to act on behalf of the applicant. The information contained in this application is true and correct;
- No minor is a partner or managing agent of the applicant partnership; a managing agent, officer, director, or stockholder who holds at least 20% of the total issued and outstanding stock of the applicant; or a manager or member who owns at least 20% of the applicant limited liability company;
- No person in the alcoholic beverage industry (winery, brewery, distillery, importer, supplier, wholesaler, bottler, or warehouse) holds a partial interest in the ownership of the retail business or in the real or personal property owned, occupied, or used by the applicant in the conduct of the applicant's business.
- No gambling or any other violation of law or ordinance will be allowed on the premises serviced by the single event permittee;
- The applicant does not and will not discriminate against persons on the basis of race, color, sex, religion, ancestry, or national origin at the event;
- He/she has read and will abide by the provisions of the relevant parts of 32B-9 & 32B-15, Utah Code, and all Rules of the Commission and directives of the Department of Alcoholic Beverage Control; and understands that failure to adhere thereto or to no longer possess the qualifications of a single event permittee may result in immediate suspension and/or revocation of the permit and forfeiture of the compliance bond;

Notarized Signature: Any person authorized to submit the application must have his signature witnessed by a notary.

Other Documents in the application:

Third Party Liability Agreement

32B-9 requires the applicant to post a cash or surety bond payable to the department. The bond may be posted by a person other than the applicant. The 'Third-Party' consents to the use of their \$1,000 for the purpose of acquiring a temporary event permit for the applicant. The \$1,000 check or cash is left on deposit with the department for a minimum of 30 days following the event. The bond may be forfeited if the permit is revoked or the department may make a claim against a bond posted by an event permittee for money owed the department under this title without the commission first revoking the event permit.

Financial Information / Cash Bond Refund

A financial summary of the event must be submitted to the department. *Without this form returned to the DABC, the applicant will not be able to obtain another event permit.*

You must also return this form if you want to request a refund of the cash bond on deposit with DABC. You may also leave the bond on file with DABC if you plan other events in the future. All refund requests are referred to the accounting division. Normal refund processing times vary from 30 to 45 days pending review of a potential claim on the cash bond. All refunds are remitted to the entity or individual submitting the cash bond. The refund form may be submitted by mail or faxed to the DABC.

Mailing address:

DABC, PO Box 30408, Salt Lake City Utah 84130-0408

Fax number 801-977-6889 Attention Compliance