



**Utah Department of
Alcoholic Beverage
Control**
1625 South 900 West
P.O. Box 30408
Salt Lake City, UT 84130

Banquet Quarterly Report

Date Received

Reporting Period:

Year _____ Quarter Beginning: January 1st April 1st July 1st October 1st

Licensee Information

1. DBA:(*name of business*) _____
2. Business address: _____
STREET CITY STATE ZIP
3. Contact person: _____ Phone number: _____
Email _____ DABC License # _____

Banquet Information

Part of the requirement of having a banquet license is the mandatory advance notice of the contracted events. This report is required to be submitted on a quarterly basis and any new events must be reported to your compliance officer immediately. This report:

- Must be submitted on or before January 1, April 1, July 1, and October 1 of each year.
- New banquet events must be reported as soon as they are received.
- Reports may be hand-delivered, sent by mail or emailed to your compliance officer. You may use your own form or spreadsheet as long as it contains all the necessary information.
- We do not need your banquets reports for those events that do not include alcohol

Banquets Licensees contract with 3rd Party hosts for private events that are:

- Pre-arranged with a contract
- Sell at least 50% food compared to alcohol on a quarterly basis
- Be separated from other areas of the facility that are open to the general public
- Have a negotiated price in the contract
- Must only be held at a clearly defined location on the banquet floorplan
- Must be held on a specific date and time
- Have signage at or near the entrance to the private banquet function to indicate that the location has been reserved for a specific group.

For more information about banquets, you can refer to the banquet summary on our website at:

https://abc.utah.gov/license/documents/summary_banquet.pdf

Banquet Reports

Name of Event: _____

Date(s) of the event _____ Number of Attendees _____

Time of the event: Beginning _____ Ending _____

Name of contracted host (entity or person): _____

Does the host have any ownership with the operator of the banquet facility _____ If YES! What percent? _____

Event Location(s) on the Banquet premises: _____

- This a privately hosted event This is a privately sponsored event with an admission fee.

(privately sponsored events must have control measures)

CONTROL MEASURES

Required for any outdoor event or large scale events over 1,000 people

Please check the boxes indicating which control measure(s) you will be implementing for the event to prevent minors from obtaining alcohol, overconsumption of alcohol, and to prevent anyone from the general public from entering a private event, not on the guest list, or a person entering a privately hosted event without an admission fee.

- Secured entrance: Individuals entering must be identified as bona fide guests for a private event, or pay an admission fee to enter the banquet if is it a privately sponsored event.
- I.D. Checking Stations: It is recommended that
- A non-transferable handstamp be used to identify adults who will be consuming alcohol
 - Have an alcohol garden(s) to more easily identify minors from drinking adults
 - List any other control measures as needed to prevent sales of alcohol to minors

- Event Properly Secured: The event must be properly secured and completely delineated by some type of physical structure (s) i.e. fencing, walls, gates, and secured entrances and exits.

- Security: Depending on the event size, security must be sufficient to control the event. Security may include police officers, hired security and extra staff members. Number of security intended: _____ (recommended there should be 1 security person per every 50 people)

- Other: List any other control measure not mentioned above that you may be using: _____
