

SINGLE EVENT PERMIT

SUMMARY

Note: This is general information only and should not be considered conclusive. For further details, please consult Title 32B of the Utah Code and the Rules of the Commission.



Only qualified organizations can apply for a Single Event Permit; bona fide organizations must have been in existence for at least one year prior to the date of application.



A Single Event Permit provides for the legal storage, sale, service, and consumption of liquor, wine, heavy beer, flavored malt beverages, and 3.2 beer for a community or civic enterprise, or conventions. Permits may be issued only to a bona fide partnership, corporation, limited liability company, church, political organization, incorporated association, or to a recognized subordinate lodge, chapter or other local unit that has been legally organized for at least one year prior to the date of application.

A single event permit is required if the applicant desires to benefit from the proceeds of the sale of alcohol by way of

direct sales or indirect sales (or in combination) as follows:

- Direct sales of alcoholic beverages includes cash bars where drinks are prepared, sold, and served to event participants who pay for alcoholic beverages as they are ordered and received.
- An indirect sale of alcoholic beverages includes situations where the purchase of a ticket or payment of an entrance or registration fee entitles the participant to alcoholic beverages included with the event such as an open bar, or wine with dinner.

APPLICATION REQUIREMENTS:

Permits are issued by the DABC Director contingent on review of the Alcoholic Beverage Control Commission. To ensure adequate processing and approval, **complete applications should be submitted AT LEAST 30 days prior to the event. Applications submitted outside of these guidelines risk non-issuance of a permit.** Additionally, due to statutory restrictions, applications received less than seven business days prior to the event (not counting the day the application is submitted or the day of the event) will not be considered.

DURATION AND NUMBER

Qualifying organizations may apply for a permit type that allows either:

- Up to 4 permits per calendar year for a time period that does not exceed 120 consecutive hours (5 days) for each permit; or
- Up to 12 permits per calendar year for a time period that does not exceed 72 consecutive hours each (3 days) for each permit.

QUALIFICATIONS:

- 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 temporary beer permit.

- No permit will be issued to any person or business that has had any liquor license or permit revoked within the last three years.
- A minor may not be granted a temporary beer permit.
- If the applicant is a partnership, a minor may not be a partner or managing agent.
- If the applicant is a corporation or limited liability company, a minor may not be a managing agent, officer, director or stockholder who holds at least 20% of the stock of a corporation or owns at least 20% of a limited liability company.

A COMPLETE APPLICATION CONTAINS THE FOLLOWING:

- Completed application form. (See the actual application and checklist for specifics - please follow the checklist carefully).
- A \$125 permit fee.
- A cash or surety compliance bond in the amount of \$1,000. – Refundable after the event with submission of refund request and a copy of alcohol purchase receipts.

NOTE: Each local city, town, or county jurisdiction has its own local single event permit. Apply with them first, early enough to ensure adequate time for processing of the DABC permit.

- Written consent of the local governing authority (city, town, county), or a locally issued temporary permit.
- Proposed Advertisements - copies and/or links to advertising for the event.
- A scaled floor plan of the event premises highlighting liquor storage, sales and consumption areas.
- Also, all required control measures as listed in the application must be shown and explained on the floor plan - the director will consider the adequacy of control measures for prevention of consumption by minors and intoxicated persons at the event.
- Outdoor public events or public events where estimated attendance exceeds 1000 are required to adhere to extra control measures as listed in the application.
- Evidence of proximity to schools, churches, libraries, playgrounds and/or parks - The commission may consider the general proximity of the event to educational, religious, and recreational facilities in determining whether to grant a permit.



- If your event includes games of chance (i.e. "Casino Night") in which one must pay to play a game of chance for a possible prize, (either money or something of value) this is considered gambling in Utah, and a permit will not be issued.

This includes indirect purchases to play these games, such as an entrance ticket or donation at the door.

- **PLEASE NOTE:** If there is any indication of games at your event that are usually associated with gambling, a letter must be obtained from the city or county attorney where the event is being held, confirming that your games are NOT gambling.

This letter must be included with the application to DABC.



OPERATIONAL REQUIREMENTS

Purchases of Alcoholic Beverages

Single Event permit holders must purchase, acquire, possess for resale, or sell alcohol that has been lawfully purchased from:

- A Department of Alcoholic Beverage Control state store or package agency.
 - A Utah beer wholesaler; or
 - A small brewer (manufactures less than 60,000 barrels per year); or
 - A licensed Utah beer retailer.
- ❖ *Please retain receipts for submission to the Department following the event.*

Beer Sales

- Beer may be sold in original containers not exceeding 1 liter, or by the pitcher. No more than 1 liter can be sold to an individual patron or up to two liters to two or more patrons.
- Heavy Beer may be served in original containers not exceeding one liter



Wine Sales



- Wine may be sold and served by the bottle or container in sizes not exceeding 750 ml to an individual or 1.5 liters to 4 or more.

- Wine may be served by the glass or individual portion in quantities not exceeding 5 ounces. An individual portion (i.e. flights) may be served to a patron in more than one glass as long as the total amount of wine in the individual portion does not exceed 5 ounces.
- Wine may be poured by the glass from any size bottle or container and need not be dispensed through a dispensing device.

Flavored Malt Beverages

- Flavored malt beverages may be served in original containers not exceeding one liter.



Liquor Sales

- The primary spirituous liquor in a mixed drink may be dispensed from any size bottle, but only in quantities not to exceed 1.5 ounces. A calibrated, metered dispensing device is not required.
- Secondary spirituous liquor may be used in a beverage as a flavoring ingredient in conjunction with the primary liquor.

- The total amount of spirituous liquor in a beverage (including both the primary liquor and any secondary flavorings) may not exceed 2.5 ounces of spirituous liquor.



Limitation on Total Number of Drinks

- Each temporary event attendee may have no more than one alcoholic beverage at a time before the patron.
- A single event permit holder may not sell, offer for sale, or furnish an indefinite or unlimited number of alcoholic products during a set period for a fixed price.
- An exception to this restriction is allowed if alcoholic products are served to a person at a seated event, food is available when the alcohol is furnished, and this exception is not advertised.
- Remember though, you cannot allow a person to become intoxicated so also make sure you are serving alcohol responsibly for each situation.



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Sales hours

- Alcohol may be sold, offered for sale and consumed from 10 a.m. until 1 a.m. No consumption of alcoholic products is allowed after 1 a.m. **NOTE: A local authority may be more restrictive.**



Employees

- Any employee who sells, serves, dispenses, or handles alcohol must be twenty one years of age or older.
- Employees may not consume or be under the influence of alcoholic beverages while on duty. Employees that sell or serve beer do so under the direction and supervision of the temporary beer permit holder.
- All employees who will be checking I.D.'s at your event and at least one server at each alcohol serving station will be required to have completed an approved Alcohol Server Training Program. [GO HERE](#) to link to approved training programs.



Discounting Practices Prohibited

- Alcoholic beverages may not be sold at a discount at any time.
- Other discounting practices are prohibited that encourage over-consumption of alcohol such as reduced prices for certain hours of the event (i.e. "happy hours"), "two for ones", free beer, or selling at less than cost.

NOTE: No alcoholic beverages can be included in the events promotional activities such as auctions, gift baskets or prize winnings etc.

Consumption on the Premises

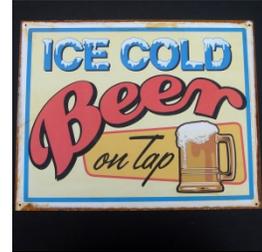
- An open container primarily used for drinking purposes and containing alcohol, may not be removed from the premises.
- No “Brown Bagging” - Attendees of an event may not bring any alcoholic beverages onto the premises of the event.
- Only the permit holder can bring or remove alcohol from the premises of the event.



**NO OUTSIDE ALCOHOL
ALLOWED INTO THE EVENT!
NO OPEN CONTAINERS TO
LEAVE THE EVENT!**

Advertising

- Public advertising of the event may refer to the availability of alcohol at the event. However advertising must comply with the guidelines in Rule R81-1-17. [GO HERE](#)



Warning Sign

- Each single event permittee shall display, in a prominent place, a warning sign. A sign will be provided along with your permit, or you can pick one up at the DABC.

WARNING
DRINKING ALCOHOLIC BEVERAGES
DURING PREGNANCY CAN CAUSE
BIRTH DEFECTS AND PERMANENT
BRAIN DAMAGE FOR THE CHILD
CALL THE DEPARTMENT OF HEALTH AT
1-800-622-2229 WITH QUESTIONS OR MORE INFORMATION
WARNING
DRIVING UNDER THE INFLUENCE OF
ALCOHOL OR DRUGS IS A SERIOUS
CRIME THAT IS PROSECUTED
AGGRESSIVELY IN UTAH

Prohibited Conduct



- Lewd acts, attire, and sexually oriented conduct of employees and entertainers that are considered contrary to public welfare and morals are prohibited on the premises.
- Gambling – On-Premise Banquet Licensees may not engage in or permit any form of gambling on its premises.
- Illegal drugs or drug paraphernalia - An event permittee may not knowingly allow a person on the licensed premises to sell, distribute, possess, or use a controlled substance; or use, deliver, or possess with the intent to deliver drug paraphernalia.

STILL HAVE QUESTIONS?

- Please Contact us at:

**DABC
1625 SOUTH 900 WEST
SALT LAKE CITY, UT
801-977-6800
ABC.UTAH.GOV**