

HOW TO APPLY FOR AN ABC LICENSE *IN PERSON*



- ➔ **Plan Ahead** – it will take 15 business days to process in person. An in person application is MUCH easier than an online application.
- ➔ **Payment** – they will only accept cash, check, or money order. No credit cards are accepted. Total cost will be \$55.
- ➔ You must submit a copy of your venue contract with your application. If you have an invitation, you should attach a copy of that as well.
- ➔ Applicant name on the ABC Banquet license application **MUST MATCH** the applicant name on the HREC Venue contract.
- ➔ **For Section C License Types:** You will check box 1 for Banquet.
- ➔ You will only complete sections E-K and O on the application. Leave all other sections blank.
- ➔ **For Section E Event location:** fill in Hampton Roads Event Center 12373 Hornsby Lane Suite A, Newport News, VA 23602
- ➔ **For Section F Applicant Information:** If you are applying as an individual, you must provide either your SSN or driver's license number and driver's license state.
- ➔ **For Section H Organization Information:** only fill in if you are applying on behalf of a group or Company. If you are applying as an individual, leave this section blank.
- ➔ **Section J Event Information:** #6 you must check private, #10 check No (you cannot sell tickets)
- ➔ **Section K Banquet:** #4 check yes (alcohol furnished without charge), #5 check No (no cash bar), #7 check yes (not-for-profit event)
- ➔ **Section O Applicants Signature:** Applicant entity box: it will ask for your title, along with your name, signature, and date. You **MUST** fill in title. Write applicant in the box for your title. The Notarization box leave blank (You **DO NOT have to get it notarized**). They will check your ID at the ABC office to verify your identity.
- ➔ Take your application, photo ID, copy of your venue contract, and a copy of your invitation for your event if you have one to this ABC office:

9317 Warwick Blvd, Newport News

They are open Mon-Fri from 8:30 – 4:00

For questions, you can reach this ABC office at 757-825-7830

Total paid: \$ (office use only)
Receipt number: (office use only)



Virginia Alcoholic Beverage
Control Authority

Agent: (office use only)
Record number: (office use only)

www.abc.virginia.gov/licenses | 804.213.4400 | 7450 Freight Way · Mechanicsville VA 23116 | PO Box 3250 · Mechanicsville VA 23116

BANQUET LICENSE APPLICATION

A. INSTRUCTIONS

NOTE: If all of the following **four** criteria are met, then no license is needed (unless required by locality or facility): **(1)** the event is **private** (i.e., not open to the public and not in a public place); **(2)** money is **not** exchanged for alcohol or otherwise; **(3)** the event is **not** held on a club or unlicensed restaurant premises; and **(4)** alcohol purchased for the event is **not** from a wholesaler/distributor. In all other cases, a license is needed and is bound by the information presented below. Contact your local ABC office with any questions (see pg. 2).

1. Read the **Guidelines and Responsibilities** of Applicant (this page).
2. Select the appropriate **License Type** on page 3-4. License type will designate which sections you must complete and applicable fees.
3. Complete the appropriate sections for the license type selected.
4. Required fields contain asterisks.
5. **Locate the city/county where the event will be held (pg. 2) and determine the responsible ABC Regional Office. Mail or deliver the items in the checklist below to that office:**
 - Completed and signed application (pgs. 3-10).
 - Appropriate license fees (see "License Fees" column, pg. 3-4), payable to "VA ABC" (see guideline 8 for payment restrictions).
 - Required documents (from individual sections of application)
6. Upon receipt of the application, an ABC special agent or administrative technician will be assigned and will contact you as needed during his/her investigation.
7. A nonrefundable application processing fee is included in the "single-day rate" for each type of license. If the license is refused, application withdrawn or event canceled, only the state license fee is refunded (see "License Fees" column, pg. 3-4).
8. Approved licenses, with time permitting, will be mailed to the address provided by the applicant. If requested, arrangements can be made to pick up the license at your local ABC Office.
9. Keep pages 1 and 2 for your reference.

GUIDELINES

1. Please submit your application and all attachments (in English) **at least 10 business days prior to the event date** to ensure adequate processing time. If not received in sufficient time to complete an investigation, the application may be considered withdrawn.
2. Applicant must (a) be at least 21 years of age and (b) be able to read, write, speak and understand English.
3. In accordance with §4.1-222(1) (o), a police officer with police authority in the political subdivision within which the event will take place may not be granted a license.
4. The person completing the application for a Special Event license as defined above must be associated with the nonprofit applicant identified in section 4.
5. A social security number is only required when a refund is requested. Refer to privacy statement above regarding personal/tax information.
6. The name of the applicant in section 1 **must** be the same as the person signing the application in section 7.
7. All applications are required to have an event date and physical address (to include street number and name, city and zip code) in section 2 before they will be accepted.
8. Any checks or money orders submitted for payment must be in the name of the applicant identified in section 1 or the group identified in sections 3 or 4. Cash is only accepted in person.
9. Any refunds will be made to the applicant and home address identified in section 1, unless ABC is notified otherwise.
10. Application for a banquet license does not guarantee approval.
11. Investigation of the application may not begin until **all** required documents have been received. **Not providing required documents is the primary cause of delay in the licensing process.**
12. Approved banquet licenses are for on-premises consumption only with the exception of those specifically allowing the off-premises sale of wine.
13. **Falsification and/or misrepresentation of information may result in refusal of license and/or criminal charges.**

RESPONSIBILITIES OF APPLICANT

All applicants who are granted a banquet license by the Virginia Alcoholic Beverage Control Board must adhere to the following:

1. No alcoholic beverages may be sold, given to or consumed by any person in attendance at your banquet whom you know or have reason to believe is intoxicated*.
2. No person whom you know or have reason to believe is intoxicated* may loiter upon the licensed area.
3. No alcoholic beverage may be sold, given to, or consumed by any person in attendance at the banquet whom you know or have reason to believe is less than 21.
4. The banquet licensee must be present during the event.
5. The banquet licensee may not be intoxicated* or under the influence of a self-administered drug during the event.
6. For a restricted banquet license, no alcoholic beverage may be sold or given away on the licensed area beyond approved hours.
7. No one less than 18 years of age may sell, serve or dispense beer.
8. Distilled spirits under a Mixed Beverage Special Event license must be purchased from a Virginia ABC store.
9. If wine and/or beer are purchased from a wholesaler, they must be purchased on the day of the banquet. (For Saturday or Sunday events, purchases may be made on the preceding Friday.)
10. Alcoholic beverages must be confined to the building, room or general area for which the license is issued and may not be sold, given away or consumed in any location outside of the licensed area. (Note: Violation may result in arrest for drinking in public.)
11. All alcoholic beverages are strictly for on-premises sale and/or consumption at the address of the event with the exception of events specifically allowing the off-premises sale of wine for fundraising purposes.

*A person may be deemed intoxicated when it is apparent from observation that he/she has drunk enough alcoholic beverages to affect his/her manner, disposition, speech, muscular movements, general appearance or behavior.



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BANQUET LICENSE APPLICATION

B. ABC REGIONAL OFFICES

ROANOKE (REGION 1)	LYNCHBURG (REGION 2)	ALEXANDRIA (REGION 4)	RICHMOND (REGION 6)	CHESAPEAKE (REGION 8)
<p>2943 Peters Creek Rd. NW Suite D Roanoke, VA 24019-3518 Phone: (540) 562-3604 Fax: (540) 562-3612</p> <p>Alleghany County Botetourt County Covington City Craig County Franklin County Henry County Martinsville City Montgomery County Patrick County Roanoke City Roanoke County Salem City</p>	<p>20353 Timberlake Rd. Suite A Lynchburg, VA 24502-7203 Phone: (434) 582-5136 Fax: (434) 582-5140</p> <p>Amherst County Appomattox County Bedford County Brunswick County Buckingham County Campbell County Charlotte County Cumberland County Danville City Emporia City Greensville County Halifax County Lunenburg County Lynchburg City Mecklenburg County Nelson County Pittsylvania County Prince Edward County</p>	<p>6308 Grovedale Dr. Alexandria, VA 22310-2551 Phone: (703) 313-4432 Fax: (703) 313-4444</p> <p>Alexandria City Arlington County Fairfax City Fairfax County Falls Church City Loudoun County Manassas City Manassas Park City Prince William County</p>	<p>7450 Freight Way Mechanicsville, VA 23116-3148 Phone: (804) 213-4620 Fax: (804) 323-1055</p> <p>Amelia County Charles City County Chesterfield County Colonial Heights City Dinwiddie County Henrico County Hopewell City New Kent County Nottoway County Petersburg City Powhatan County Prince George County Richmond City</p>	<p>1103 S. Military Hwy. Chesapeake, VA 23320-2343 Phone: (757) 424-6700 Fax: (757) 424-6744</p> <p>Accomack County Chesapeake City Norfolk City Northampton County Portsmouth City Virginia Beach City</p>
		<p>FREDERICKSBURG (REGION 5)</p> <p>7450 Freight Way Mechanicsville, VA 23116-3148 Phone: (540) 322-5440 Fax: (540) 891-3153</p> <p>Caroline County Essex County Fredericksburg City Goochland County Hanover County King and Queen County King George County King William County Lancaster County Northumberland County Richmond County Spotsylvania County Stafford County Westmoreland County</p>	<p>HAMPTON (REGION 7)</p> <p>9317 Warwick Blvd. Newport News, VA 23601-4534 Phone: (757) 825-7830 Fax: (757) 825-7884</p> <p>Franklin City Gloucester County Hampton City Isle of Wight County James City County Mathews County Middlesex County Newport News City Poquoson City Southampton County Suffolk City Surry County Sussex County Williamsburg City York County</p>	<p>CHARLOTTESVILLE (REGION 9)</p> <p>630 Peter Jefferson Pkwy, Suite 260 Charlottesville, VA 22911-4624 Phone: (434) 977-2974 Fax: (434) 977-4772</p> <p>Albemarle County Charlottesville City Culpeper County Fauquier County Fluvanna County Greene County Louisa County Madison County Orange County Rappahannock County</p>
<p>ABINGDON (REGION 1 SATELLITE)</p> <p>102 Abingdon Pl. Abingdon, VA 24211-5197 Phone: (276) 676-5502 Fax: (276) 676-5549</p> <p>Bland County Bristol City Buchanan County Carroll County Dickenson County Floyd County Galax City Giles County Grayson County Lee County Norton City Pulaski County Radford City Russell County Scott County Smyth County Tazewell County Washington County Wise County Wythe County</p>	<p>STAUNTON (REGION 3)</p> <p>38 Professional Way (Mail received: PO Box 1) Verona, VA 24482-0001 Phone: (540) 332-7800 Fax: (540) 248-1081</p> <p>Augusta County Bath County Buena Vista City Clarke County Frederick County Harrisonburg City Highland County Lexington City Page County Rockbridge County Rockingham County Shenandoah County Staunton City Warren County Waynesboro City Winchester City</p>			<p>COMPLIANCE/ INDUSTRY</p> <p>7450 Freight Way Mechanicsville, VA 23116-3148 Phone: (804) 213-4632</p> <p>Manufacturer's Event Licenses Tastings</p>

(Rev. 12/2024) This is an official state document and all information contained or submitted therein is public information. Refer to Privacy Statement on the bottom of page four regarding personal/tax information.



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C. LICENSE TYPES

Application Sections	Event Examples	Alcohol Authorized	License Fees
1 <input checked="" type="checkbox"/>	BANQUET: For an individual (representing themselves or a group/company) who is holding a private event that is not for monetary gain.		
Complete sections E–K and O of the application.	Birthdays, anniversaries, company parties, holiday parties, weddings, reunions or other similar events.	Complimentary beer, wine or mixed beverages. Guests may bring their own alcohol. Beer and/or wine sales (not for profit).	\$15 nonrefundable application fee + \$40 state license fee <hr/> \$55 single-day rate + \$40 for each additional day*
2 <input type="checkbox"/>	BANQUET SPECIAL EVENT: For duly organized nonprofit corporations or associations that are holding a public or private event being conducted for an athletic, charitable, civic, educational, political or religious purpose. Event NOT for personal monetary gain.		
Complete sections E–J, L and O of the application.	Nonprofit events such as festivals, concerts, auctions or other similar fundraising events (including political fundraisers).	Beer and/or wine sales or guests may bring their own alcohol. (Does NOT authorize the sale of mixed beverages.)	\$45 nonrefundable application fee + \$40 state license fee <hr/> \$85 single-day rate + \$40 for each additional day*
3 <input type="checkbox"/>	MIXED BEVERAGE SPECIAL EVENT: For duly organized nonprofit corporations or associations that are holding a public or private event being conducted for an athletic, charitable, civic, educational, political or religious purpose. Event not for personal monetary gain.		
Complete sections E–J, L and O of the application.	Nonprofit events such as festivals, concerts, auctions or other similar fundraising events (including political fundraisers).	Mixed beverage sales, or guests may bring their own alcohol. (Does NOT authorize the sale of wine or beer.)	\$45 nonrefundable application fee + \$45 state license fee <hr/> \$90 single-day rate + \$45 for each additional day*
4 <input type="checkbox"/>	BANQUET MIXED BEVERAGE SPECIAL EVENT: For duly organized nonprofit corporations or associations that are holding a public or private event being conducted for an athletic, charitable, civic, educational, political or religious purpose. Event NOT for personal monetary gain.		
Complete sections E–J, L and O of the application.	Nonprofit events such as festivals, concerts, auctions or other similar fundraising events (including political fundraisers).	Beer, wine and mixed beverage sales, or guests may bring their own alcohol.	\$90 nonrefundable application fee + \$85 state license fee <hr/> \$175 single-day rate + \$85 for each additional day*

*For multi-day events, additional nonrefundable fees may be required in some instances. Call your local ABC office for help calculating cost.



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BANQUET LICENSE APPLICATION

C. LICENSE TYPES, *continued*

Application Sections	Event Examples	Alcohol Authorized	License Fees
5 <input type="checkbox"/>	MIXED BEVERAGE CLUB EVENT: For a private club which already holds a beer, or wine and beer club license. May be granted up to 12 times per calendar year.		
	Complete sections E–J, L and O of the application.	VFW, Elks, American Legion, or similar type clubs already holding a beer, or wine and beer license that wish to sell and serve mixed beverages.	On-premises sale and consumption of mixed beverages by club members or guests in approved areas on the club premises.
6 <input type="checkbox"/>	MANUFACTURER'S EVENT: For manufacturers of beer or wine. May be granted up to 8 times per calendar year.		
	Complete sections E–J, L, M and O of the application. For multiple manufacturers at single event, each representative must fill out sections E–G.	Craft beer or wine festivals.	Sale or complimentary samples of beer or wine for an event lasting from 1 to 3 consecutive days. Events held for more than three days require another application.
7 <input type="checkbox"/>	TASTING: For a business or an individual that is not prohibited from holding an ABC license and wishes to sell or give samples for the purpose of featuring and educating the consuming public about the alcoholic beverages being tasted. May be granted up to 12 times per year.		
	Complete sections E–J, L, N and O of the application.	Cooking classes or community education events.	Sale or complimentary samples of beer, wine and/or mixed beverages in approved localities. Restrictions apply on amounts and types of alcohol. §4.1-221.1

*For multi-day events, additional nonrefundable fees may be required in some instances. Call your local ABC office for help calculating cost.

D. PRIVACY STATEMENT

PRIVACY STATEMENT: Date of birth and federal and state tax identification numbers are collected for proof of identity. The Virginia Alcoholic Beverage Control Authority (ABC) considers all personal/tax information collected as confidential information and will not provide information to any entity except as authorized by the Code of Virginia §58.1-3 or 2.2-3700 through 2.2-3714. **In the event a refund is requested, a social security number will be required.**

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BANQUET LICENSE APPLICATION

E. EVENT LOCATION

1. Facility or Establishment Name: Hampton Roads Event Center
2. *Address: (street) 12373 Hornsby Ln Suite A
(city) Newport News (state) VA
(zip + 4) 23602

F. APPLICANT INFORMATION

1. *Select applicant type: Individual Organization
2. *Preferred Channel: Email Postal Mail Phone Fax
3. *Primary Phone: _____
4. Secondary Phone: _____
5. *Applicant First, Last Name: _____
6. **NOTE:** Must provide either Social Security Number or Drivers License Number and Driver's License State. Not applicable if applying on behalf of a group or company.
Social Security Number: _____
 Driver's License Number: _____ Driver's License State: _____
State ID Number: _____ State: _____
7. *Email: _____
8. *Birth Date: _____
9. Gender: Male Female Other

G. CONTACT INFORMATION

1. *Are you applying on behalf of a group or company? Yes No
If yes, what is the applicant's relationship to the company, sponsoring organization or group? _____

2. *Have you ever held an ABC Banquet license before? Yes No
If yes, provide the approximate date and location of the last banquet license: _____

3. *Have you been convicted of any alcohol-related offenses including DUI? Yes No
Any other criminal offense? Yes No
If yes to either of the above, provide the following (use additional sheets if necessary):
(date): _____ (location): _____
(offense): _____

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BANQUET LICENSE APPLICATION

H. ORGANIZATION INFORMATION

NOTE: Complete this section only if applying on behalf of a group or company

- *FEIN: _____
- *Organization Name: _____
- DBA/Trade Name: _____
- *Does this group hold IRS tax-exempt status? Yes No
What is the non-profit tax exemption status? _____
- What is the name of the national non-profit organization? (if applicable) _____
- *Do you have a VA SCC Entity ID #? Yes No
What is the VA SCC Entity ID #? _____

I. APPLICANT/ORGANIZATION ADDRESS

- *Address: (street) _____
* (city/town) _____ * (state) _____
* (zip + 4) _____

J. EVENT INFORMATION

- *Event Type: _____

- *Will the event include auction/casino night? Yes No
- *Is the event location owned by you or your organization? Yes No *type text here*
- *Event Place: Community building Fire/rescue squad building Private home Club premises Other
- *Will the event be located indoor or outdoor? Indoor Outdoor
- *Who will attend? Open to the public Private, by invitation only
- *Estimated number of attendees? _____
- Are there any flyers, invitations or other means of notifying invitees about the event? Yes No
- How is your event being advertised? _____
- *Will tickets be sold or admission charged? Yes No If yes, what is the fee to attend? _____
- *Will donations be accepted to attend? Yes No *If yes, what is the suggested donation? _____
- Provide ABC with any comments that you would like to share related to this application: _____

- *Date(s) of event: _____
- *Time of event: (from) _____ AM/PM (to) _____ AM/PM

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BANQUET LICENSE APPLICATION

K. BANQUET

- *Will bringing your own alcoholic beverages (BYOB) be permitted? Yes No
- *Will food be available? Yes No
- *Is your event being catered? Yes No
If yes, provide the name of the catering company: _____
- *Will alcoholic beverages be furnished without charge? Yes No
If yes, check type(s): Wine Beer Mixed drinks
- *Will alcoholic beverages be sold at a cash bar? Yes No
If yes, check type(s): Wine Beer Mixed drinks
- *Will alcoholic beverages be included in the fee to attend? Yes No
If yes, check type(s): Wine Beer Mixed drinks
- Is this a not-for-profit event? Yes No

L. BANQUET SPECIAL EVENT/MIXED BEVERAGE SPECIAL EVENT/MIXED BEVERAGE CLUB EVENT

- *Will you be selling wine for off-premise consumption as a fundraiser at this event? Yes No
- *Will bringing your own alcoholic beverages (BYOB) be permitted? Yes No
- *Will food be available? Yes No
- *Will food be included in the fee to attend? Yes No
- *Will food be sold separately at the event? Yes No
- *Will you be selling wine for off-premise consumption as a fundraiser at this event? Yes No
If yes, select how your off-premise sales/auction will be conducted: Virtual In-Person Hybrid (Virtual and In-Person)
- *Will alcoholic beverages be furnished without charge? Yes No
If yes, check type(s): Wine Beer Mixed drinks
- *Will alcoholic beverages be sold at a cash bar? Yes No
If yes, check type(s): Wine Beer Mixed drinks
- *Will alcoholic beverages be included in the fee to attend? Yes No N/A
If yes, check type(s): Wine Beer Mixed drinks
- *Will alcoholic beverages be sold to members of the general public? Yes No
- *Will compensation or payment be made for services? Yes No
- Will any proceeds from the event be donated to a group other than the applicant organization? Yes No
- Is this a not-for-profit event? Yes No
- *Name of organization that profits will be donated: _____
- *Is the organization not-for-profit? Yes No
- Name and title of contact person for organization: _____
Name: _____ Phone Number: _____
- Profits be used for any of the following purposes?
 Athletic Charitable Civic Educational Political Religious

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BANQUET LICENSE APPLICATION

L. BANQUET SPECIAL EVENT/MIXED BEVERAGE SPECIAL EVENT/MIXED BEVERAGE CLUB EVENT, *continued*

LICENSEE PROFESSIONAL (CURRENT LICENSEE)

NOTE: This section is required only for Mixed Beverage Club with an existing ABC license.

- *What is the existing ABC license number? _____
- *Facility Establishment Name/Trade name? _____
- *Contact Name: _____
- *Contact Phone Number: _____
- *Address: (street) _____
*(city/town) _____ *(state) _____
*(zip + 4) _____

M. MANUFACTURER'S EVENT

- Does the hosting organization have any contracts or agreements with production companies? Yes No
- Does the hosting organization have a list of all participating breweries, wineries, or distilleries? Yes No
- *Are you applying on behalf of a group or company? Yes No
If yes, what is the applicant's relationship to the company, sponsoring organization or group? _____
- *Date(s) of event: _____
- *Time of event: (from) _____ (to) _____

LICENSEE PROFESSIONAL (CURRENT LICENSEE)

- *What is the existing ABC license number of the manufacturer? _____
- *Is this manufacturer a participant or co-applicant? _____
- *Name of Manufacturer: _____
- *Manufacturer Contact Name: _____
- *Manufacturer Contact Phone Number: _____
- *Address: _____
*(city/town) _____ *(state) _____
*(zip + 4) _____

Total paid: \$ <i>(office use only)</i>
Receipt number: <i>(office use only)</i>



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BANQUET LICENSE APPLICATION

N. TASTING LICENSE

1. *Sample table:

Alcohol Type	Brand Name
<input type="checkbox"/> Beer <input type="checkbox"/> Distilled Spirits <input type="checkbox"/> Wine	
<input type="checkbox"/> Beer <input type="checkbox"/> Distilled Spirits <input type="checkbox"/> Wine	
<input type="checkbox"/> Beer <input type="checkbox"/> Distilled Spirits <input type="checkbox"/> Wine	
<input type="checkbox"/> Beer <input type="checkbox"/> Distilled Spirits <input type="checkbox"/> Wine	

NOTE: Limit of two types of distilled spirits or four types of wine or beer for tasting per event

Total paid: \$ <i>(office use only)</i>
Receipt number: <i>(office use only)</i>



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BANQUET LICENSE APPLICATION

O. APPLICANT'S SIGNATURE

I swear or affirm under penalty of law that the information on this application is true and accurate. I understand that falsification and/or misrepresentation of information may result in refusal of the license(s) and/or criminal charges.

Signature: _____ Date signed: _____

Print name: _____ Title: _____

WAIVER OF STATE LICENSE FEE (Available to duly organized not-for-profit corporations/associations ONLY)

Pursuant to § 4.1-111 of the Code of Virginia, **the Board may waive the state license fee for a duly organized not-for-profit corporation or association holding a nonprofit event.** A "nonprofit event" means income from the event shall not exceed expenses for the event. Fixed costs, including but not limited to, staff salaries, rent, utilities and depreciation shall not be included as expenses.

- The applicant shall sign an affidavit certifying the not-for-profit status of the corporation or association and that the event being held is nonprofit.
- The applicant may serve alcoholic beverages in any combination, the amount to be no more than that which equals the total alcohol content by volume in two kegs of beer (31 gallons.)
- The granting of a waiver is limited to two events per fiscal year (July 1–June 30) for any qualifying corporation or association.

THE APPLICANT ENTITY *(as identified on page 2)*

To witness in support of the foregoing, the undersigned makes oath that the statements contained therein and all attachments are true.

Name* *(print)*: _____

Signature: _____

Title: _____

Date: _____

NOTARIZATION OF AFFIDAVIT

Note: *Notary: You must verify the affiant's identification through documentation and have the affiant swear or affirm that the above information is true to the best of his/her knowledge and belief.*

Notary Stamp (required of Virginia-appointed notaries public)

State of _____

County/city of _____

Subscribed and sworn before me on this _____ day of _____ (month), _____ (year).

Notary public signature: _____

My notary commission expires: _____

Registration number: _____
(required of Virginia-appointed notaries public)

OFFICE USE ONLY

Date received: _____ Referred to: _____ Application fee: _____

Postmarked date: _____ Date referred: _____ License fee: _____

Receipt no.: _____ Region: _____ CBC fee: _____

License no.: _____ Territory no.: _____ Total: _____



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BANQUET LICENSE APPLICATION

REQUIRED DOCUMENTS FOR ALL BANQUET LICENSES

PROVIDE OFFICIAL COPIES OF THE FOLLOWING REQUIRED DOCUMENTS. *All documents must be received for agent's investigation to begin.*

1. **All Banquet Licenses:** *(if documents are available)*
 - A. Invitation, e-invite, flyer or advertisement
 - B. Facility Rental Contract
2. **If the group applying is Tax Exempt:**
 - 501 C Determination Letter
3. **If the group applying is NOT Tax Exempt:** *(excluding Tastings and Manufacturing Events)*
 - A. Proof of verifiable and accurate financial records
 - B. Bylaws
 - C. Charter/Articles of Association or Constitution; SCC Charter
 - D. Membership List
 - E. Proof that the organization conducts regular meetings

ADDITIONAL REQUIRED DOCUMENTS FOR CERTAIN BANQUET LICENSES

PROVIDE OFFICIAL COPIES OF THE FOLLOWING REQUIRED DOCUMENTS. *All documents must be received for agent's investigation to begin. The following documents are required of a person, organization or business, other than the nonprofit organization applying for the license, will receive any compensation or payment for organizing, operating or conducting the event.*

1. **Banquet Mixed Beverage, Banquet Special Event, Manufacturer Event, Mixed Beverage, Mixed Beverage Club, Tasting:**
 - A. Services Agreement between applicant and provider—if alcoholic beverages will be sold to the general public
 - B. Statement of Income and Expense *(excludes Tastings)*
2. **Manufacturer Event:** *(if documents are available)*
 - A. Contract or Agreement with production company
 - B. List of all participating wineries, breweries, or distilleries
 - a. Services Agreement between applicant and provider—if additional wineries, breweries, or distilleries are participating in the event
3. **If group applying is an election campaign or political action committee:**
 - A. Letter of Good Standing
 - B. Statement of Organization