



City of Phoenix
CITY CLERK DEPARTMENT
LICENSE SERVICES

Special Event Liquor License (Series 15) Application Packet

GENERAL INFORMATION

What is a Special Event Liquor License?

A Special Event Liquor License is a temporary, non-transferable liquor license that allows a qualified organization to sell and serve spirituous liquor, for consumption only on the premises where the spirituous liquor is sold, and for the period authorized on the license.

When is a Special Event Liquor License required?

A license is required to deal in liquor in the state of Arizona. If your organization will purchase, store, serve, or provide liquor, you will be dealing in liquor and will need to be licensed.

Who can apply for a Special Event Liquor License?

- A political party or campaign committee supporting a candidate for public office or a ballot measure.
- An entity eligible for designation as a nonprofit entity under section 501(c) of the internal revenue code.

How do I get started?

First

Check Event Location

Zoning: Is the activity/use allowed at the location? Does the location need a Use Permit?

Call 602-262-7131 #6 **OR**
Visit 200 W. Washington St., 2nd Fl.

Building: Does the building have a valid Certificate of Occupancy?

Call 602-262-7811 **OR**
Visit 200 W. Washington St., 3rd Fl.

Fire Department:
Does the location need any Fire/Assembly/Canopy/Fireworks Permits?

Call 602-262-6771.

Is the event in a **City Street or Park?**
Additional permits/fees may apply.
Check [online](http://online.phoenix.gov/parks/special-events).

phoenix.gov/parks/special-events

Then

Submit the Special Event Application

DIRECTLY TO THE CITY IF:

The location does not already have an active regular liquor license.

OR

The Special Event will be on *any portion* of a location that is not covered by an existing active regular liquor license (ex: parking lot).

Submit the application directly to the City:

License Services
200 W. Washington St.,
1st Fl.

602-262-4638 #3

CITY APPROVAL IS REQUIRED
(ARS 4-203.02.B)

Submit at least **90 days** prior to the event date.

OR

DIRECTLY TO THE STATE IF:

The location already has an active regular liquor license.

+

The Special Event will take place **ONLY** within the currently licensed area/premises.

Submit the application directly to the State (DLLC):

800 W. Washington St.,
5th Fl.

602-542-5141

CITY APPROVAL IS NOT REQUIRED
(ARS 4-203.02.C)

Submit at least **10 days** prior to the event date.

If City approval is not required, you do not need to complete this application packet – and instead you need to check on the event location (and obtain any required non-liquor City permits/authorizations), complete the State's application, and submit the State application directly to the DLLC.

Special Event Liquor License Application Packet For Applications that Require City Approval

IMPORTANT INFORMATION - PLEASE REVIEW THIS ENTIRE PACKET THOROUGHLY BEFORE APPLYING

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Questions?

If after reading this packet you have questions, please do not hesitate to contact License Services.

Online:
phoenix.gov/licenseservices

Email:
liquor@phoenix.gov

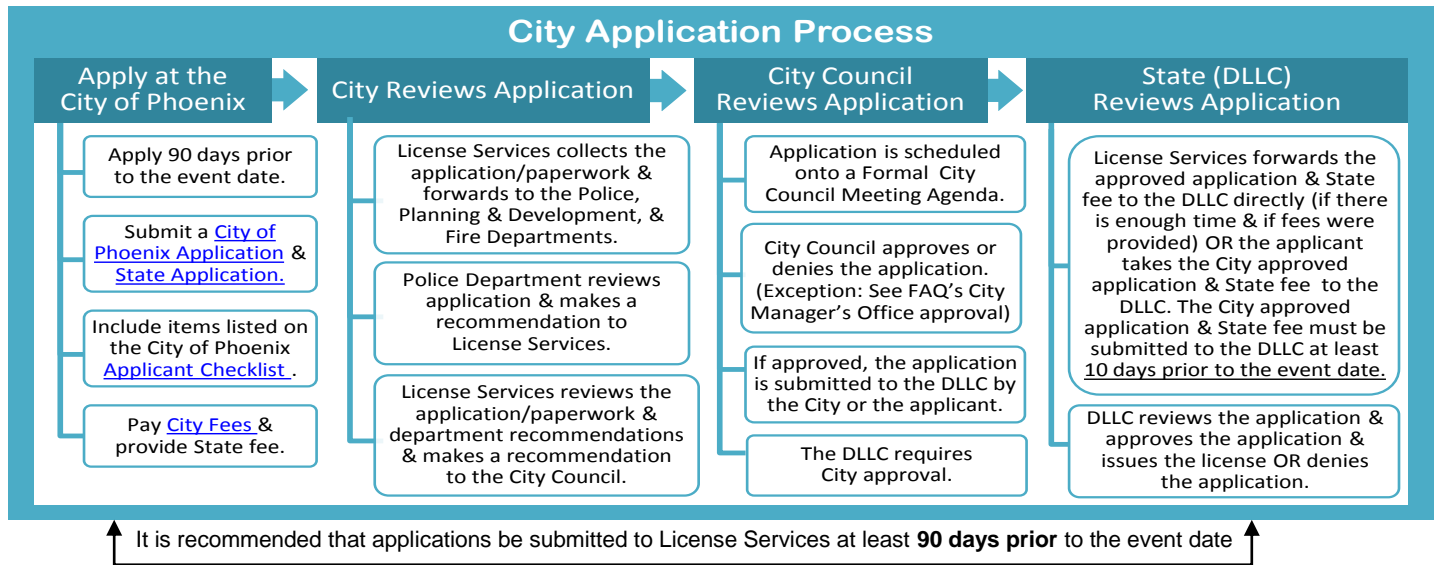
In Person:
200 W. Washington St., 1st Floor
Phoenix, AZ 85003

Call:
602-262-4638 #3

Fax:
602-534-9345

Process Summary & Processing Time Frames

GENERAL OVERVIEW



SUMMARY OVERVIEW

(For step-by-step instructions/additional details refer to Section 2, pages 4-6 of this packet.)

Applicant Checks the Event Location

- Contacts the following City departments to verify that the location and/or building (if applicable) has all required City permits and that the location/building is adequate for the proposed activity:
 - Planning & Development Department
 - Fire Department
 - Street Transportation Department (if the event is in the street/right of way)
 - Parks and Recreation Department (if the event is in a City street or park)

Applicant Submits Forms & Fees

- Submits the following items to License Services 90 days prior to the date of the event:
 - Forms: City of Phoenix Application (pg. 9 of this packet), City of Phoenix Police Department Questionnaire (pgs. 10-11 of this packet), AZ DLLC Application for Special Event License (on License Services & DLLC web sites)
 - Checklist Items: Items listed on the Applicant Checklist (pg. 8 of this packet)
 - Fee(s): Reference the City of Phoenix Application (pg. 9 of this packet) and DLLC application (available on the License Services & DLLC web sites)

Department Reviews

- License Services sends the application to the following department(s) for review:
 - Police
 - Planning and Development
 - Fire

License Services Review

- License Services reviews the Special Event Application:
 - Reviews the paperwork/items submitted by the applicant, determines whether there are any missing items or corrections needed and notifies the applicant/requests corrections, as needed
 - Reviews the departmental recommendations
 - Makes a recommendation to the City Council on whether to approve or deny the license application
 - Schedules the item onto a Formal City Council Meeting Agenda for Council review/action

City Council Review

- If the application is approved by the City Council: The application packet is forwarded by License Services to the DLLC for review. If approved by the DLLC, the license is issued by the DLLC directly to the applicant
- If the application is denied by the City Council: License Services issues a Notice of Denial to the applicant. The application is not forwarded to the DLLC for review
- City approval of a Special Event Liquor License application is required when the event is held at an unlicensed location OR in any portion of a location that is not covered by an existing active regular liquor license. ^{ARS 4-203.02(B)}

Application Process Steps A-G

A. VERIFY THE LOCATION IS ADEQUATE AND THE BUILDING (IF APPLICABLE) HAS ALL REQUIRED PERMITS:

Prior to submitting an application to License Services, the applicant should verify the location and/or building (if applicable) has all required City permits and is adequate for the proposed activity:

■ Planning and Development Department (PDD):

- **Zoning Check** – to verify the proposed location has adequate zoning and/or permits for the proposed activity. Contact PDD by phone at 602-262-7131 #6, in person at 200 W. Washington St., 2nd Fl., Phoenix, AZ 85003, or go online under *Planning and Zoning* at: phoenix.gov/pdd.
- **Building Check (if applicable)** – to verify the proposed building has a valid certificate of occupancy. Contact PDD by phone at 602-262-7811, in person at 200 W. Washington St., 3rd Fl., Phoenix, AZ 85003, or go online under *Development Services* at: phoenix.gov/pdd.

■ Fire Department:

- **Permit Check** – to verify whether any fire permits are required. (Example: Assembly Permit/Canopy Permit/etc.) Contact the Fire Department by phone at 602-262-6771 or go online under *Permits & Inspections/Permits Required* at: phoenix.gov/fire.

■ Parks and Recreation Department & Street Transportation Department:

If the Special Event will take place on a City Street or in City Park, please review the information under *Authorization to have an event in a City park or on a City street* under Special Event Liquor at phoenix.gov/licenseservices before submitting an application. Additional permits/fees from the Parks & Recreation and/or Street Transportation Departments may apply. Obtaining a Beer Permit from the City of Phoenix does not authorize the sale, service to the public, or distribution of alcohol.

B. APPLY AT THE LICENSE SERVICES OFFICE:

- **Applications must be submitted directly** to the City of Phoenix, City Clerk Department, License Services Office located at 200 W. Washington St., 1st floor, Phoenix, AZ 85003.
- **Apply at least 90 days prior to the event date:** Special Event Liquor License applications are scheduled onto a Formal Council Meeting Agenda for City Council review/action. The application cannot be scheduled onto a Council Agenda (for approval recommendation) until all event items/issues are resolved.
- **Apply in person:** Due to notarization requirements on the DLLC application, it is recommended that the applicant (person listed in Section 4 of the DLLC application) apply in-person at the License Services Office. Application related notary services are available at License Services at no additional charge.
- **Make an appointment:** To help expedite service, call License Services (602-262-4638 #3) to make an appointment.
- **Sign-In:** Upon arriving to License Services, applicants must sign-in on the lobby computer for assistance. Applicants will be helped at the time of their appointment, or if they do not have an appointment, in the order in which they signed-in.
- **Have forms & required applicant checklist items ready:** To avoid processing delays or interruptions, applicants should ensure all application forms are filled out (read notarization requirements below) and all required checklist items are available and ready at the time of application. Otherwise, it can take up to an hour to submit an application or the applicant may need to make multiple trips to License Services.
- **Submit** the following items to License Services:
 - **Items listed on the Applicant Checklist** (pg. 8 of this packet)
 - **City of Phoenix Application** (pg. 9 of this packet)
 - **City of Phoenix Police Department Questionnaire** (pgs. 10-11 of this packet)
 - **AZ DLLC Application for Special Event License** (available on the License Services web site & DLLC web site)

NOTARIZATION FOR DLLC APPLICATION FORM (MUST BE ORIGINAL PAPERWORK & NOT A COPY):

Section 4: *It is recommended that the person completing Sec. 4 complete the application process in person at License Services and wait to have Sec. 4 signed and notarized at the time of application by License Services staff.* There is no additional charge for notary services related to a Special Event application. The person listed in Sec. 4 must be a member of the qualified organization. This person is responsible for the event. The person listed in Sec. 5 may also complete Sec. 4 and be the designated applicant/responsible party for the event; OR, the person listed in Sec. 5 may designate another person, *a member of the organization*, to complete Sec. 4 and be the applicant/responsible party for the event. If Sec. 4 is notarized by a person other than License Services staff, any required amendments to the application may require new paperwork/notarization.

Section 5: This section must be notarized. Only a Director/Officer/Chairperson of the applying qualified organization can complete Sec. 5 of the DLLC application. License Services staff will check the AZ Corporation Commission web site to confirm that the person completing Sec. 5 on the DLLC application is a director/officer of the organization. Alternatively, if the person completing Sec. 5 is not listed on the AZ Corporation Commission web site (as a Director/Officer), other documentation demonstrating the person is a Director/Officer/Chairperson of the organization may be submitted at the time of application. For example: Meeting minutes on the organization's letterhead designating the person as a Director/Officer/Chairperson.

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SPECIAL EVENT LIQUOR LICENSE (SERIES 15) APPLICATION PACKET

C. PAY FEES:

- **DLLC (State) fees:** Refer to the DLLC Application or to the [DLLC website](#) for fee amount(s). DLLC fee(s) are paid to the DLLC. If paying with a check, and with sufficient time (90 days prior to the event), the DLLC fee(s) may be attached to the DLLC application forms and submitted to License Services. License Services will then forward them to the DLLC, if/when the application is approved by the City. If the application is denied by the City, any attached DLLC fee(s) will be returned to the applicant.
- **City Fees:** (For more information, reference the City of Phoenix Application – Section #5, pg. 9 of this packet, or visit the [License Services Web Site](#))
 - **Application Fee:** Depends on the number of event attendees. (Range: \$290 - \$450)
 - **Daily License Fee:** \$10.00 per event day.
 - **Additional Fee:** If the application is received 30 days or less prior to the event date, an additional \$65.00 fee will be charged.
 - **Due Upon Applying:** The application fee, daily license fee & \$65 fee (if applicable) are due when the application is submitted.
 - **Non-refundable:** The application fee and \$65 fee (if applicable) are non-refundable. Once the application is submitted to License Services, the application fee and \$65 fee (if applicable) will be due and will not be refunded, even if the application is withdrawn, denied, or the event is cancelled for any reason.
 - **Non-transferable:** The City application fee and \$65 fee (if applicable) for one event cannot be transferred to another event due to application withdrawal, denial, or cancellation of the event.
 - **Payment Center:** Fees are paid at the City of Phoenix Payment Center (not in the License Services Office). When applying in person, allow enough time to complete both the application submittal and payment. Arriving close to closing time (after 4pm or earlier, depending on the volume of walk-in customers) may not allow enough time for application submittal and payment of fees on the same day. Please plan accordingly.
- **Other Fees:** Other fees may apply if you need other permits/services from other City Departments or County/State Agencies. The payment of any such applicable fees are payable as stipulated by the corresponding issuing department(s)/agency(s). Examples:
 - Off-Duty Police/Security Personnel
 - Planning & Development Department Permits: Use Permits/Certificate of Occupancy/Electrical/Generator Permits
 - Fire Department Permits: Public Assembly Permits (indoor/outdoor)/Tent or Canopy Permits/Fireworks Permits
 - Parks and Recreation Department and/or Street Transportation department permits
 - County Permits: Food Program Permits/Food Handlers Card. For more information, call the County at 602-506-6978 or go online: www.maricopa.gov/EnvSvc/EnvHealth/SpecialEvents/Default.aspx.

D. DEPARTMENTAL REVIEWS: The application will be sent to the following departments for review. The reviewing Department(s) may request additional information from the applicant directly.

- **Police Department (PD):** Reviews the application in its entirety and provides a recommendation to License Services. PD will complete a background check on the applicant (person listed in Sec. 4 of the DLLC application), review and approve the proposed security planned for the event, and ensure the applicant has coordinated/arranged for Off Duty Police Officers/Security Personnel for the event security, as needed. PD will contact the applicant to go over the application and may need to contact the person in charge of security for the event. PD may request additional information directly from the applicant. For more information, call the PD liaison Ida Alonge at: 602-438-6625.
 - Items that will be considered during the Police Department evaluation of the application include:
 - Responsible Party: The applicant is responsible for the event & activities that occur at the event.
 - Suitability of Proposed Location: History of violations at the location and/or history of excess calls for Police service at the proposed location. Location suitability in relation to the type of event.
 - Date and time of the event and activities scheduled during the event.
 - Number of expected attendees in relation to the proposed security plan.
 - Liquor Handling: Proposed mechanisms to ensure alcohol service to 21+ only, proper avenues used to obtain alcohol, alcohol storage, security plan, etc.
- **Planning and Development Department (PDD):** If the Special Event will take place on private or commercial property and/or in a building, the location may require Use Permits or a Certificate of Occupancy (additional fees may apply). Examples: To allow alcohol sales in a specific zoning district, or to allow live entertainment, patron dancing, a dance hall, temporary fencing, use of generators, etc. Before submitting an application, and for more information, contact PDD at 602-262-7131, #6 for zoning and/or 602-262-7811 for building, or go online: www.phoenix.gov/pdd.
- **Fire Department (FD):** Receives a copy of the Special Event Liquor License application. The FD may require additional permits and/or an on-site inspection to ensure compliance with the Fire Code (additional fees may apply). Examples: Public Assembly Indoor/ Outdoor, Fireworks, Tent/Canopy, etc. Before submitting an application, and for more information, please contact the FD at 602-262-6771 or go online under Permits & Inspections/Permits Required at: phoenix.gov/fire.

ATTENTION: THE APPROVAL & GRANTING OF A LIQUOR LICENSE ONLY AUTHORIZES THE SALE OF ALCOHOL & DOES NOT AUTHORIZE OR APPROVE THE EVENT OR EVENT ACTIVITIES AT THE PROPOSED LOCATION. CONTACT THE DEPARTMENTS LISTED ABOVE BEFORE APPLYING FOR THE LIQUOR LICENSE TO VERIFY WHETHER THE PROPOSED EVENT WILL REQUIRE ADDITIONAL PERMITS OR APPROVALS. FAILURE TO DO SO MAY RESULT IN MORE COSTS OR MAY PREVENT THE EVENT FROM HAPPENING -- EVEN IF THE LIQUOR LICENSE IS APPROVED.

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SPECIAL EVENT LIQUOR LICENSE (SERIES 15) APPLICATION PACKET

E. LICENSE SERVICES APPLICATION REVIEW

- Upon receiving an application, License Services evaluates the application paperwork and determines whether any required items are missing or require correction(s).
- The applicant is notified of any deficiencies or required corrections.

F. CITY COUNCIL REVIEW:

Special Event Liquor License applications are scheduled to be heard and acted upon by the Phoenix City Council at Formal Council Meetings. Pursuant to Phoenix City Code, the City Council considers the following criteria: P.C.C. 6-14(B)

- | | |
|---|--|
| ■ Whether the event will be open to the public. | ■ Criminal history of the applicant. |
| ■ Nature of the event. | ■ Security measures taken by the applicant. |
| ■ Type of alcohol that will be sold at the event. | ■ How the alcohol will be served. |
| ■ Length of the event. | ■ Sanitary facilities available to the participants. |
| ■ Anticipated number of attendees. | ■ The nature of the sound amplification systems. |
- Whether, within the last three years, the applicant or the event's promoter held an event that created a neighborhood disturbance or whether the event site has generated neighborhood disturbance complaints.
 - Potential for problems in the neighborhood of the proposed event including, but not limited to, noise, traffic, lack of parking, and excessive duration or hours of operation.
 - Whether the proposed event is compatible with the event site's normal use.

It is the responsibility of the applicant to ensure the above listed items have been considered and any potential issues addressed prior to applying for a Special Event Liquor License.

If the application is not received in time for City Council review, and under certain circumstances, the review may be conducted by the City Manager's Office. However, the City Manager's Office is prohibited from approving more than two special event liquor license applications for a single organization during a calendar year. Any additional applications for the same organization may only be approved or disapproved by the Phoenix City Council. *Please plan accordingly.* PCC 6-14(C)

Additionally, *only* the City Council may approve or disapprove a Special Event Liquor License application for an event at a residential property at which attendance by 500 or more persons is anticipated. *Please plan accordingly.* PCC 6-14(D)

G. APPLICATION RESULTS:

If the application is approved by the City:

- The applicant will be notified of the City approval by phone, mail or email.
- The application forms must then be reviewed by the DLLC.
 - The DLLC requires at least 10 days to review/process the City approved Special Event Liquor License application.
 - License Services can either mail the City approved applications to the DLLC, or the applicant can "hand-carry" the approved paperwork to the DLLC (800 W. Washington St., 5th Floor, Phoenix, AZ 85007). Please Note: License Services will not mail the applications to the DLLC and instead will contact the applicant to "hand-carry" the paperwork to the DLLC, in the following cases:
 - If the applications are approved by the City within 2-3 weeks of the date of the event;
 - If the DLLC fee/check was not included with the application to License Services; or
 - Upon the applicant's request.
 - If the application is approved by the DLLC, the license will be issued by the DLLC directly to the applicant.

If the application is denied by the City:

- License Services will send a Notice to the applicant with the reasons for denial.
- City approval of a Special Event Liquor License application is required when the event is held at an unlicensed location OR in any portion of a location that is not covered by an existing active regular liquor license. ARS 4-203.02(B).

ATTENTION: THE CITY OF PHOENIX APPROVAL OF A LIQUOR LICENSE APPLICATION (ALONE) DOES NOT GRANT THE APPLICANT THE RIGHT TO SELL OR SERVE SPIRITUOUS LIQUORS. ONLY APPROVAL BY THE CITY & SUBSEQUENT APPROVAL & ISSUANCE OF THE LICENSE BY THE DLLC WILL AUTHORIZE THE SALE/SERVICE OF SPIRITUOUS LIQUORS WITHIN THE CITY OF PHOENIX. THE APPROVAL AND GRANTING OF A LIQUOR LICENSE ONLY AUTHORIZES THE SALE OF ALCOHOL AND DOES NOT AUTHORIZE OR APPROVE THE EVENT OR EVENT ACTIVITIES AT THE PROPOSED LOCATION. OTHER PERMITS OR LICENSES MAY BE REQUIRED FROM OTHER CITY OF PHOENIX DEPARTMENTS, OR COUNTY/STATE AGENCIES FOR THE PROPOSED ACTIVITY -- READ SECTION 2 OF THIS PACKET THOROUGHLY. IT IS THE APPLICANT'S RESPONSIBILITY TO ENSURE THE EVENT COMPLIES WITH ALL CITY, COUNTY & STATE REQUIREMENTS/LAWS.

Laws

- **Arizona Revised Statutes (ARS):** Title 4. Online at: www.azleg.gov/
- **Arizona Administrative Code (AAC):** Title 19. Online at: www.azsos.gov/
- **Phoenix City Code (PCC):** Chapter 6. Online at: phoenix.gov/licenseservices

Basic Summary of Rules/Laws: For a more complete list of rules, please refer to the above listed online resources.

- **License Required:** It shall be unlawful for any person to sell or deal in liquor sales, or to employ or hire another to sell or deal in liquor sales, without possessing a valid license. ^{ARS 4-244.}
- **Qualified Organization:** Is a political party or campaign committee supporting a candidate for public office or a ballot measure; An entity eligible for designation as a nonprofit entity under section 501(c) of the internal revenue code. The nonprofit entity shall demonstrate it is in good standing in Arizona. ^{ARS 4-203.02(E)}
- **License Approval:** City approval is required if the proposed event location does not already have an active regular liquor license OR the event will be on any portion of a location that is not covered by an existing active regular liquor license (example: a parking lot). If City approval is required, the Special Event Liquor License applications (City & State forms) must be submitted to License Services and then approved by Phoenix City Council before being submitted to the State. Alternatively, and no more than twice in a calendar year per qualified organization, the application may be submitted to License Services and then reviewed and approved by the City Manager's Office. If the location already has an active regular liquor license AND the Special Event will take place ONLY within the currently licensed area/premise, City approval is not required and the Special Event Liquor License application (State form) should be submitted directly to the State at least 10 days prior to the event date (and not to License Services). ^{ARS 4-203.02(B) & (D), A.A.C R19-1-205, PCC 6-14.}
- **Limited Number of Special Event Days & Duration:** Qualifying organizations will be granted no more than 10 days in a calendar year for special event liquor licensing in the State of Arizona. It is the responsibility of the licensee to know how many days the qualifying organization has used in the State of Arizona. The City of Phoenix does not keep track of days used in other cities. The 10 days may be used all in one event (one event = consecutive days), or may be split-up into multiple events; not exceeding 10 days total in a calendar year for all events combined in the State of Arizona. An event consists of consecutive days at the same location. The license is automatically terminated upon closing of the last day of the event or the expiration of the license. ^{AAC R19-1-205.}
- **Limited Number of Events at Unlicensed Locations:** A physical location that does not have a regular liquor license may not be issued more than 30 days of special event licenses during the same calendar year. (Except: locations owned, operated, leased, managed or controlled by the US, the State of AZ, or any City, Town or County in AZ.) ^{ARS 4-203.02(D).}
- **Proceeds/Collected Revenues:** The qualified organization must receive at least twenty-five percent (25%) of the gross revenues of all spirituous liquor sold at the special event and at least seventy-five percent (75%) of the gross revenues of any approved charitable auction of spirituous liquor. ^{ARS 4-203.02(H) & (I)}
- **Restrictions:** Alcohol cannot be sold between 2:00 a.m. and 6:00 a.m. Monday through Sunday. ^{ARS 4-244(15).}
- **Rides/Concession Games:** If the event will include any Rides/Games as defined by the Phoenix City Code, the company operating the Rides/Games must have a current Amusement License with the City of Phoenix. ^{PCC 7-3, PCC 7-8.}
- **Live Auctions:** If the event will include a Live Auction, the auctioneer for the Live Auction will require an auctioneer license from the City of Phoenix, unless the Auctioneer is donating his/her services, or the Auctioneer is hired through, and working for, an Auction House licensed through the City of Phoenix. ^{PCC 19-3 & 19-3.01.}

Applicant Checklist

THE FOLLOWING ITEMS ARE REQUIRED AT THE TIME OF APPLICATION WITH THE CITY OF PHOENIX:

Applicant is a qualified organization (ARS 4-203.02(E), A.A.C R19-1-101)

- Section 2 on the DLLC Application: Applicant listed the organization's Non-Profit/I.R.S. Tax Exempt Number
- Organization should be registered (as non-profit) with the AZ Corporation Commission & be in good standing

Applicant provided required application forms & fees

- City of Phoenix Application (pg. 9 of this packet)
- City Police Department Questionnaire (pgs. 10-11 of this packet)
- DLLC Application for Special Event License (available on the License Services & DLLC web sites)
- Application fee, daily license fee, and \$65 fee (if applicable) -- reference pg. 9 of this packet

Applicant provided complete information on the required application forms

- Each question has an answer (no blanks)
- Notarized forms are original forms (not photocopies) and they do not have white-out on them
- Security Controls/Measures submitted on the City Police Department Questionnaire match the information in Sec.9 #5 of the DLLC application

City Application - Questions Guide

Question #1: Qualified organization's name matches the organizing documents OR the name listed with the AZ Corporation Commission.

Question #2: Applicant's name matches the picture ID submitted with the application.

Question #5: Address of Special Event matches the Address of Location listed in Section 3 of the DLLC Application.

Question #6: Event days are consecutive and match the days listed in Section 10 of the DLLC Application.

State (DLLC) Application - Questions Guide

Section 1: Name of Organization matches the Name of Qualified Organization in #1 on the City Application.

Section 3: Event Address matches the Address of Special Event listed on #5 of the City Application.

Section 4: Applicant's name matches the name listed in #2 of the City Application. It is recommended that the person completing Section 4 complete the application process in-person at the License Services Office and wait to have the section signed and notarized until time of application.

Section 5: A Director/Officer/Chairperson of the organization completed & section is notarized. This person's title within the organization must be verifiable.

Section 9 #4: Applying organization is receiving at least 25% of the liquor sales. Name of organization must match Section 1 on the DLLC form. Total liquor sales proceeds are accounted for - total must equal 100%.

Section 10: Event days are consecutive and match the days listed on #6 of the City Application. License End Time ends by 2 a.m.

Applicant submitted required documents

- A valid government issued picture ID for the applicant (person listed in Section 4 on the DLLC application)

City Application - Documents Guide

Question #8: If the answer is "Yes", Provide a copy of the Liability Insurance coverage listing City of Phoenix as co-insured.

Question #9: If the answer is "Yes", Provide authorization documentation from the Parks & Recreation and/or the Street Transportation Department authorizing the event.

State (DLLC) Application - Documents Guide

Section 7: If not using the retail license in all or part of the event, provide a letter of agreement from the existing liquor licensee agreeing to suspend the active liquor license at the location during the event. The letter should include: name of existing business; day(s) & time(s) existing license will be suspended (should match or be greater than the event days & times); if applicable, whether only a portion of licensed premises will be used/suspended; and the licensee's signature (person listed with the DLLC).

Section 9 #1: If the answer is "Yes", attach a written explanation of conviction(s)/license revocation(s).

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City of Phoenix Application & Fee(s)

F E E S	APPLICATION FEE:		
	Total # of attendees for all event days added together = Application Fee		
	<input type="checkbox"/> 0 - 500 = \$290.00 <input type="checkbox"/> 501- 2,500 = \$300.00 <small>(Fee determined by Total # of event attendees listed on #10(b) of the Police Dept. Questionnaire)</small>	<input type="checkbox"/> 2,501- 5,000 = \$310.00 <input type="checkbox"/> Over 5,000 = \$450.00	
DAILY LICENSE FEE: \$10.00 per event day			<ul style="list-style-type: none"> An additional \$65.00 fee will be charged if the application is submitted 30 days or less prior to the event date. The DLLC charges a separate fee. Review the DLLC Application form for the amount. Other City/County/State fees may apply.

► **Applicant Information:**

- 1) Name of Qualified Organization: _____
Must match Sec. 1 on DLLC Application. List name exactly as listed with AZ Corporation Commission/ Organizing Documents.
- 2) Applicant Name: _____
Must match Sec. 4 #1 on DLLC Application. List name exactly as listed on the ID submitted with the application.
- 3) Applicant Email Address for City Notices: _____
- 4) Applicant Phone Numbers: Daytime/Cell # : (____) _____ Organization's # : (____) _____

► **Event Information:**

- 5) Address of Special Event: _____
Street Address (include Bldg. /Suite #), City, State, ZIP. Must be an address/cannot be only cross streets. Must match Sec. 3 on DLLC Application.
- 6) Date(s) of Event (consecutive days): From: ____/____/____ To: ____/____/____
Must match Sec. 10 on DLLC Application. If only 1 day, write date twice. MM DD YYYY MM DD YYYY
- 7) Is the location a private residence? (If yes & 500 or more attendees, application must be submitted in time for Council approval.) ☐ Yes ☐ No
- 8) Is the location a City Owned Property? (If yes, attach copy of liability insurance coverage showing the City as co-insured.) ☐ Yes ☐ No
- 9) Will the Event be held in a City Park or Street? (If yes, attach documentation authorizing the event in the park/street.) ☐ Yes ☐ No
- 10) The event will be held: (choose one) ☐ Indoors ☐ Outdoors ☐ Both (Additional permits may be required. Refer to Dept. Review Section)
- 11) General Description of Event: _____
Examples: Concert, Soccer Tournament, Carnival, Festival, Dinner, Dance, Art Show, Wine Tasting, Cultural Celebration. Be detailed/avoid the word "fundraiser" alone.
- 12) Description of Event Activities: _____
Examples: Live or Silent Auction, Parade, Pageant, Sports. Be detailed & avoid the word "fundraiser" alone.
- 13) Will there be any Rides/Concession Games at the event? ☐ Yes ☐ No
- 13.1) If yes, list the name of licensed company providing Rides/Games: _____
A licensed amusements company must be used for rides and/or for concession games operated by a concessionaire for profit.
- 14) Will an Auctioneer be used at the event? ☐ Yes ☐ No
- 14.1) If yes, choose a box below and provide details:
- ☐ Is licensed in Phoenix; Name of Auctioneer: _____
☐ Works for an Auction House licensed in Phoenix; Name of Auction House: _____
☐ Will donate services

I ACKNOWLEDGE THAT PRIOR TO SUBMITTING THIS APPLICATION I HAVE THOROUGHLY REVIEWED THE CITY OF PHOENIX SPECIAL EVENT LIQUOR LICENSE (SERIES 15) APPLICATION PACKET (INCLUDING SECTIONS 1-4). I ALSO UNDERSTAND THAT MY APPLICATION FEES ARE NOT REFUNDABLE, EVEN IF THE APPLICATION IS WITHDRAWN OR DENIED. I SWEAR UNDER PENALTY OF PERJURY THAT I HAVE READ THE FOREGOING APPLICATION AND THAT ALL THE INFORMATION AND STATEMENTS MADE HEREIN ARE TRUE AND CORRECT. I ACKNOWLEDGE THAT I AM RESPONSIBLE FOR THIS EVENT AND THAT IT IS MY RESPONSIBILITY, AS THE APPLICANT, TO ENSURE THE EVENT COMPLIES WITH ALL CITY, COUNTY & STATE REQUIREMENTS/LAWS.

Printed Applicant Name: _____ **Signature:** _____ **Date:** _____

6

City of Phoenix Police Department Questionnaire

SECURITY CONTROLS/MEASURES:

The applicant must provide a proposal for security for the event. The Police Department (PD) will review the security proposal and may require modifications (more, less, or different security). The PD will contact the applicant to discuss the security proposal and event details. The PD will verify the information listed (and any subsequent changes) in #1 - #3 (below) with the corresponding agency(s). Please call the PD Liaison, Ida Alonge at: 602-438-6625 if you have not been contacted within 2 business days of submitting your Special Event Liquor License application to License Services.

1) How many of the following security personnel do you propose to have at the event? (Answer A-D, then list the total of A-D in TOTAL section below)	
A. # of AZ Department of Public Safety (DPS) licensed security guards: Guard Company Name: _____ To check on a Guard Company license status visit the DPS licensing unit web site: https://www.azdps.gov/services/public/licensing DPS License # _____ Ph. # (_____) _____ Email Address: _____	# _____
B. # of existing security staff from the organization applying for the license: [Person(s) that is currently on the organization's payroll]	# _____
C. # of existing security staff from the venue/location designated to cover event: [Person(s) that is currently on the venue's payroll] Name _____ Ph. # (_____) _____ Email Address: _____	# _____
D. # of volunteers: (Must be 21 years of age or older & cannot drink alcohol at the event while working) a. How will volunteers be identified? (Example: Same color shirts/name tags/hats) _____	# _____
.....► TOTAL for #1 (Add A-D): This # must match Sec. 9 #5 "Number of Security Personnel" on the DLLC Application.	# _____ TOTAL (A-D)

For
PD
USE
↓
A - D
Verified
by PD
Initials:

2) How many Police Officers (AZ Post-Certified) do you propose to have at the event? <ul style="list-style-type: none">If hiring Phoenix Police, call the Off-duty Work Detail 602-262-7323 as soon as the application is submitted to License Services. Be prepared to provide: the date(s)/time(s) of the event, # of officers you are proposing to have, maximum peak attendance (maximum # of attendees that will be at the event at any given time), & if you have already checked with a specific officer's availability to work the event--provide the name of the specific officer you are requesting, to see if he/she is available.If hiring Police from another jurisdiction, list that jurisdictions coordinator's information: Name: _____ Ph. # (_____) _____ Email Address: _____	# _____ Must match Sec. 10 #6 '# Police' on DLLC form.
--	--

For
PD
USE
↓
Verified
by PD
Initials:

3) Will all security listed in #1 & #2 (above) be present during the entire event? <input type="checkbox"/> Yes <input type="checkbox"/> No, some will be staggered. If the answer is "No" & security will be staggered, PD will contact you and ask you to fill out a "Proposed Security Plan for Staggered Security" page.
--

EVENT DETAILS:

- 4) The event will be: (choose one) ☐ Open to public ☐ Invitation only ☐ Members/Guests only
- 5) The following types of alcohol will be served: (choose all that apply) ☐ Beer ☐ Wine ☐ Spirituous liquor
- 6) Alcohol will be served in: (choose all that apply) ☐ Glasses ☐ Bottles ☐ Disposable cups
(If the event is outdoors: only disposable cups are allowed. Exception: wine glasses are allowed at formal affairs.)
- 7) Alcohol will be served: (choose one) ☐ Throughout entire event ☐ Only in Beer Garden(s)
Answer a.- c. ONLY if the answer above in #7 is "Only in Beer Garden(s)" (Otherwise leave a-c blank and jump to question #8)
- a. Will the garden(s) be: (choose one) ☐ 21 & older only (You must card at the garden entrance.) ☐ All ages (You must card at the point of sale.)
- b. What is the estimated maximum peak attendance inside the garden(s)? _____
(The maximum peak attendance = the maximum number of persons that are estimated to be inside the beer garden(s), at once, at any given time.)
- c. What type of barriers/enclosure will the Beer Garden(s) have? _____
(Examples: 6' chain link fence (covered or uncovered); 3 1/2' lattice or picket fence (typically white); 4' or 6' plastic (typically orange) construction fence; metal barricades (like bicycle fencing); Block walls; Second story or higher balcony. The type of enclosure can also be a mixture of things. Example: west side = block wall, east and north side = 6' chain link, south side = 3 1/2' lattice or picket fence with an opening for ingress/egress.)
- 8) How will you prevent underage alcohol consumption? (Examples: Wristbands; separate area; 21-and-up event with carding at door/point of sale, hand stamp.)

Provide a specific/detailed answer. Police Officers cannot be used to "card" (verify a person's age); only volunteers, guard company personnel and/or servers can do "carding".
Please Note: If there is any question that a person may not be at least 21 years old, that person must be "carded" at the point of sale/service -- even if that person was already carded at the entrance of the event or the entrance of the beer garden (if applicable).

ACCOUNT # _____

6 City of Phoenix Police Department Questionnaire ... Continued

9) List the Event end-times and the Liquor Service end-times below for each day of the event. Please note that Police will require that Liquor Service end at least ½ hour before the Event end-time. (Attach more pages if needed)

	Date	Liquor Service end-time (at least 1/2 hr. before event end time) Must match Sec. 10 on DLLC application.	Event end-time		Date	Liquor Service end-time (at least 1/2 hr. before event end time) Must match Sec. 10 on DLLC application.	Event end-time
Day 1:				Day 4:			
Day 2:				Day 5:			
Day 3:				Day 6:			

10) a. What is the total daily attendance each day & the maximum peak attendance each day? (Attach more pages if needed)

- Total daily attendance = total # of people expected to attend the event that day.
- Maximum peak attendance = the maximum number of persons that are estimated to be at the event (all at once) at any given time.
- The total daily attendance can not be lower than the maximum peak attendance.

	Date	Total Daily Attendance	Maximum Peak Attendance		Date	Total Daily Attendance	Maximum Peak Attendance
Day 1:				Day 4:			
Day 2:				Day 5:			
Day 3:				Day 6:			

b. TOTAL # OF EVENT ATTENDEES: _____ **(This # will be used to calculate the Application Fee)**

ADD THE # OF TOTAL DAILY ATTENDEES FOR EACH DAY. EXAMPLE: FOR A 3 DAY EVENT WITH TOTAL DAILY ATTENDANCE OF 100 EACH DAY = 300

THE MAXIMUM PEAK ATTENDANCE, TOTAL DAILY ATTENDANCE & TOTAL # OF EVENT ATTENDEES WILL BE USED TO DETERMINE THE LEVELS OF SECURITY REQUIRED FOR THE EVENT. IT IS THE APPLICANT'S RESPONSIBILITY TO ENSURE THAT THE LEVELS OF ATTENDANCE LISTED IN THIS SECTION CORRESPOND TO THE LEVELS OF ATTENDANCE AT THE EVENT.

OTHER EVENT INFORMATION: These items may require other permits. Reference the Departmental Reviews Section of this packet.

11) Will there be any Temporary Fencing or Barriers at the event? ☐ Yes ☐ No

If the answer is "Yes": What type? _____
 (Examples: 6' chain link fence (covered or uncovered); 3 ½' lattice or picket fence (typically white); 4' or 6' plastic (typically orange) construction fence; metal barricades (like bicycle fencing); Block walls; Second story or higher balcony. The type of enclosure can also be a mixture of things. Example: west side = block wall, east and north side = 6' chain link, south side = 3 ½' lattice or picket fence with an opening for ingress/egress.)

12) Will there be Live Entertainment or Music? ☐ Yes ☐ No

If the answer is "Yes": What type? _____
 [Examples: Live Band/Music (Rock/Country/Jazz, Etc.), Recorded background music (include type), Live Symphony, Dance Group, Mariachi, DJ (include type of music), Children's Choir.]

13) How will you address Noise Control? _____

14) What type of Event Parking will you have? _____
 (Example: Existing/shuttle/adjacent to property/street parking.)

15) Will there be any Fireworks or Pyrotechnics in connection with the event? ☐ Yes ☐ No

PLEASE NOTE: POLICE OFFICERS & OTHER OFFICIALS MAY VISIT THE EVENT TO CONFIRM THAT THE APPLICANT/EVENT IS COMPLYING WITH THE INFORMATION PROVIDED ON THIS POLICE DEPARTMENT QUESTIONNAIRE. UNAPPROVED CHANGES TO THE EVENT AND/OR LIQUOR VIOLATIONS DURING THE EVENT MAY IMPACT FUTURE APPLICATION APPROVALS AND CAN RESULT IN IMMEDIATE ENFORCEMENT ACTION AND/OR PROSECUTION.

I ACKNOWLEDGE THAT I HAVE THOROUGHLY REVIEWED THIS PACKET, CITY APPLICATION & CITY POLICE QUESTIONNAIRE (SEC. 1-6) AND THAT I AM RESPONSIBLE FOR THIS EVENT AND IT IS MY RESPONSIBILITY AS THE APPLICANT TO ENSURE THE EVENT COMPLIES WITH ALL CITY, COUNTY & STATE REQUIREMENTS/LAWS.

Printed Applicant Name: _____ **Signature:** _____ **Date:** _____

FOR STAFF USE ONLY: Department Recommendation: ☐ Police Department ☐ Other Dept.: _____

☐ No Basis for Denial ☐ Denial w/Memo **Signature:** _____ **Date:** _____

Police summary attached? ☐ Yes ☐ No **Comments:** _____