



## THE DEPARTMENT OF LIQUOR LICENSES AND CONTROL SPECIAL EVENT PLANNING GUIDE

This special event planning guide will help you comply with Arizona's liquor laws during your special event.

If you will furnish, sell or serve liquor at your special event, be sure to apply for the required liquor license(s) 60 days in advance of the event date. The liquor licensing process includes a special event license issued by the state and, in many cases, a second license required by the city or town where your event will take place.

The most common special event applications issued by the state are:

- 1) *Special Event Liquor License*; and
- 2) *Temporary Extension of Premises Permit*.

To determine which application you need, match your circumstances with the following criteria:

### **Special Event Liquor License**

- a) you are one of the following types of organization:  
charitable, civic, religious, fraternal, political party, ballot measure or campaign committee
- b) you have a non-profit/I.R.S. Tax Exempt Number,
- c) your guests will be asked or required to pay, donate, or exchange money during the course of the event (includes fees for admission, auction, raffle, food, etc.),
- d) you are selling, serving, or furnishing liquor you have purchased from someone other than the liquor licensed venue where your event will be held,
- e) you require a temporary liquor license lasting 10 days or less

### **Temporary Extension of Premises Permit**

- a) your event will be held at an liquor licensed establishment,
- b) you wish to temporarily extend the area of where liquor is served, beyond the boundaries described on the active liquor license on file with the Department.

**The State Department of Liquor Licenses and Control  
Licensing Time-frames**

<b>License Type</b>	<b>Legal Authority</b>	<b>Administrative Completeness Review Time-frame</b>	<b>Substantive Review Time-frame</b>	<b>Overall Time-frame</b>	<b>Cost</b>
Extension of Premises/Patio Permit	A.A.C. R19-1-311	10 Days	20 Days	30 Days	N/A
Special Event	A.R.S. § 4-203.02(B)	10 Days	20 Days	30 Days	\$25 per day

**To apply for a Special Event Liquor License**

If your event matches the criteria for a *Special Event Liquor License*, follow this process:

- 1) Download a special event application, by clicking on this link:  
<http://www.azliquor.gov/forms/pdf/SPECIALEVENT.pdf>

Or pick up your special event application:  
Department of Liquor Licenses & Control  
Licensing Division  
800 W. Washington St., 5<sup>th</sup> Floor  
Phoenix, Arizona 85007  
602-542-5141

Please check our Licensing Division's hours of operation prior to visiting our offices. Click on this link for current office hours:  
<http://www.azliquor.gov/UserFiles/File/HoursLocation.doc>

- 2) Time is critical, so complete the application early and follow all instructions for the state and the city, town or county where your event will take place – **in most cases you will need two licenses; one license issued by the state and a second license issued by the city, town or county. Some cities, towns and counties may require up to 60 days advance notice of the event.** The Department of Liquor Licenses and Control will process approximately 1,350 special event liquor licenses this year. Please help us help you by planning as far in advance as possible.
- 3) Apply for the licensing required by the city, town or county, where the special event will take place.
- 4) Immediately, upon approval of both state and city, town or county applications, follow instructions to receive your licenses.

Cost for a state-issued special event license: \$25 per day

## **To apply for a Temporary Extension of Premises Permit**

If your special event will be held using an active Arizona liquor license and you wish to temporarily extend the area where alcohol is served beyond the boundaries described in the liquor license on file with the Department, follow this process:

- 1) Pick up an application for a Temporary Extension of Premises Permit from the state Department of Liquor Licenses and Control:

Department of Liquor Licenses & Control  
Licensing Division  
800 W. Washington St., 5<sup>th</sup> Floor  
Phoenix, Arizona 85007  
602-542-5141

Please check our Licensing Division's hours of operation prior to visiting our offices. Click on this link for current office hours:

<http://www.azliquor.gov/UserFiles/File/HoursLocation.doc>

- 2) Download an application for the Temporary Extension of Premises Permit:  
<http://www.azliquor.gov/UserFiles/File/Extension%20of%20Premises3.pdf>
- 3) Time is critical, so complete the application early and follow all instructions for the state and the city, town or county where your event will take place – **in most cases you will need two licenses; one license issued by the state and a second license issued by the city, town or county. Some cities, towns and counties may require up to 60 days advance notice of event.** The Department of Liquor Licenses and Control will process approximately 1,350 special event liquor licenses this year. Please help us help you by planning as far in advance as possible.
- 4) Apply for the licensing required by the city, town or county, where the special event is to take place.
- 5) Immediately, upon approval of both state and city, town or county applications, follow instructions to receive your licenses.

There is no cost for a Temporary Extension of Premises Permit.

The Department of Liquor Licenses and Control requires anyone responsible for hosting a special event, event volunteers and staff to:

- 1) be familiar with Title 4 (Arizona liquor laws),
- 2) possess the means and ability to implement Title 4 knowledge and practices at your event, and
- 3) possess the ability to locate and use resources available to keep knowledge and practices of Title 4 current.

The more complex and critical areas of Title 4 knowledge are:

- 1) underage drinking
- 2) over service
- 3) documentation (acts of violence, ID logs, refusal of service, etc.)
- 4) acts of violence

Arizona statutes and regulations referencing special events are:

- A.R.S. §4-101.21
- A.R.S. §4-203.02, .03
- A.R.S. §4-207(B)2
- A.R.S. §4-210(M)
- A.R.S. §4-243.5, (B)1
- A.R.S. §4-244,
- A.R.S. §4-261;
- R19-1-309

Arizona statutes and regulation referencing temporary extension of premises:

- A.R.S. §4-205.02
- A.R.S. §4-207.01
- A.R.S. §4-244.20, .26, .31
- R-19-1-311

Our Frequently Asked Questions are very helpful:

<http://www.azliquor.gov/FAQ.asp>

This link will take you to the "forms" section of our website:

<http://www.azliquor.gov/forms/default.asp>

For Title 4 (Arizona liquor laws) visit:

<http://www.azliquor.gov/laws.asp>

[http://www.azsos.gov/public\\_services/Title\\_19/19-01.htm](http://www.azsos.gov/public_services/Title_19/19-01.htm)

For licensing questions call: 602-542-5141