City of Phoenix
CITY CLERK DEPARTMENT
LICENSE SERVICES

Table of Contents
Special Event Liquor License (Series 15)
Application Packet

~ IMPORTANT INFORMATION ~
PLEASE REVIEW THIS PACKET THOROUGHLY BEFORE APPLYING

1. Process Summary & Processing Time Frames

2. Application Process Steps A-E

3. Laws

ITEMS THAT MUST BE SUBMITTED TO LICENSE SERVICES WHEN APPLYING: SECTIONS 4-6 OF THIS PACKET & # 7 LISTED BELOW

4. Items listed on the Applicant Checklist

5. City of Phoenix Application & Fee(s)

6. City of Phoenix Police Department Questionnaire

7. AZ Department of Liquor Licenses and Control (DLLC) Application for Special Event License Form (Separate form not included in this packet - Available on the License Services web site)

IF AFTER REVIEWING THIS PACKET YOU HAVE ANY QUESTIONS PLEASE DO NOT HESITATE TO CONTACT LICENSE SERVICES

Online: www.phoenix.gov/licenseservices

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

Email: liquor@phoenix.gov

Phone: 602-262-4638 #3

SECTION 1. PROCESS SUMMARY & PROCESSING TIME FRAMES

- Prior to submitting an application to License Services, the applicant should verify that the location and/or building (if applicable) has all required City permits and is adequate for the proposed activity. The applicant should contact the following City departments before applying:
  - Planning and 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 park)

  For department contact information, please reference Section 2(A) of this packet.

- Applicant submits forms and fees to License Services 90 days prior to the date of the event:
  - Forms:
    - City of Phoenix Application (included in this packet)
    - City of Phoenix Police Department Questionnaire (included in this packet)
    - AZ DLLC Application for Special Event License (Available on the License Services web site)
  - Items listed on the Applicant Checklist (included in this packet)
  - Fee(s) (Reference the City of Phoenix Application – Section #5)

- Application Review – License Services:
  - Conducts a review of the paperwork/items submitted by the applicant
  - Determines whether there are any missing items or corrections needed
  - Notifies the applicant of any missing items or corrections needed

- Application Review – Departments:
  License Services sends the application to the following department(s) for review:
  - Police
  - Planning & Development
  - Fire

- Application Results - License Services:
  - Reviews the application & departmental recommendation(s).
  - Makes a recommendation to the City Council on whether to approve or deny the license application
  - Schedules the item on a Formal City Council Meeting Agenda for City Council review

- Application Results - City Council:
  The City Council approves or denies the application at a Formal City Council Meeting:
  - If approved by the City Council:
    - The application packet is submitted to the DLLC for review
    - If approved by the DLLC, the license is issued by the DLLC directly to the applicant
  - If 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
    - The DLLC requires City approval of a Special Event Liquor License application. Arizona Revised Statute 4-203.02(A)

➲ **The Arizona Department of Liquor Licenses & Control (DLLC) issues all liquor licenses.**
➲ **Once the City of Phoenix completes the application review/approval, the DLLC requires additional review/approval time for special event liquor licenses.**
➲ **It is recommended that applications be submitted to License Services at least 90 days prior to the event date.**

Ph: 602.262.4638 #3 ● Fax: 602.495.0783 ● 200 W. Washington St., 1st Fl., Phoenix, AZ, 85003
Web Site: www.phoenix.gov/licenseservices ● Liquor Licensing Email: liquor@phoenix.gov

SECTION 2. APPLICATION PROCESS STEPS (A-E)

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 that 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 that 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: www.phoenix.gov/pdd.
  - **Building Check (if applicable) –** to verify that 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: http://phoenix.gov/pdd/development/certocc.html.
- **Fire Department:**
  - **Permit Check –** to verify whether any fire permits are required (Example: Assembly Permit). Contact the Fire Department by phone at 602-262-6771 or go online: http://phoenix.gov/fire/prevention/formsapps/index.html.
- **Parks and Recreation Department & Street Transportation Department**: If the Special Event will take place in a City Street or City Park, please review the online information related to Public Events in Phoenix City Parks or in City Streets before submitting an application (www.phoenix.gov/parks/specialev.html). 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 on a Formal Council Meeting Agenda for City Council review/action. The application can not be scheduled on 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 #19 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 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 one, in the order in which they signed-in.
- **Have Forms & Required Applicant Checklist Items Ready:** To avoid processing delays or interruptions, applicants should ensure that all application forms are filled out (noting 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** (included in this packet)
  - **City of Phoenix Application** (included in this packet)
  - **City of Phoenix Police Department Questionnaire** (included in this packet)
  - **AZ DLLC Application for Special Event License** (available on the License Services web site)

NOTARIZATION FOR DLLC APPLICATION FORM (MUST BE ORIGINAL PAPERWORK & NOT A COPY):
Question #18: This question must be notarized. Only a Director/Officer/Chairperson of the applying qualified organization can complete #18 of the DLLC application. License Services staff will check the AZ Corporation Commission web site to confirm that the person completing #18 on the DLLC application is a director/officer of the organization. Alternatively, if the person completing #18 is not listed on the AZ Corporation Commission web site (as a Director/Officer), other documentation demonstrating that 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 letter head designating the person as a Director/Officer/Chairperson.

Question # 19: This question must be notarized. ***It is recommended that the person completing #19, complete the application process in-person at the License Services Office, and wait to have #19 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 Liquor License application. The person listed in #19 must be a member of the qualified organization. This person is responsible for the event. The person listed in #18 may also complete #19, and be the designated applicant/responsible party for the event OR, the person listed in #18 may designate another person, *member of the organization*, to complete #19 and be the applicant/responsible party for the event. If #19 is notarized by a person other than License Services staff, any required amendments to the application may require new paperwork/notarization.

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 forward the check for DLLC fee(s) 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 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 by License Services 30 days or less prior to the event date, an additional $65.00 fee will be charged.
    - **Due Upon Applying**: The City application fee, daily license fee, and $65 fee (if applicable) are due at the time the application is submitted.
    - **Non-refundable**: The City 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 or denied, or if the event is cancelled for any reason.
    - **Non-transferable**: The City application fee and $65 fee (if applicable) for one event can not be transferred to another event due to application withdrawal or 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:** Please note that other fees may apply if you require 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
  - 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. 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.

E. 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 information provided on the City Application, City Police Department Questionnaire, and DLLC Application and provides a recommendation to License Services. The PD will complete a background check on the applicant (person listed on #19 of the DLLC Application), review and approve the proposed Security Plan for the event (provided on the City Police Department Questionnaire and DLLC application), and ensure the applicant has coordinated/arranged for Off Duty Police Officers/Security Personnel for the event security, as needed. The PD will contact the applicant to go over the application and may need to contact the person in charge of security for the event, to review the security plan, in detail. The PD may request additional information directly from the applicant, as needed. For more information about the PD review, 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) For example: 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 or go online: www.phoenix.gov/pdd.

Ph: 602.262.4638 #3 ● Fax: 602.495.0783 ● 200 W. Washington St., 1st Fl., Phoenix, AZ, 85003
Web Site: www.phoenix.gov/licenseservices ● Liquor Licensing Email: liquor@phoenix.gov

- **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) For example: Public Assembly Indoor or Outdoor Permits, Fireworks Permits, Tent/Canopy Permits, etc. Before submitting an application, and for more information, please contact the FD at 602-262-6771 or go online: http://phoenix.gov/fire/prevention/formsapps/index.html.

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 IN SECTION 2(E) 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.

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.
- Nature of the event.
- Type of alcohol that will be sold at the event.
- Length of the event.
- Anticipated number of attendees.
- Criminal history of the applicant.
- Security measures taken by the applicant.
- How the alcohol will be served.
- Sanitary facilities available to the participants.
- 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 may require 10-30 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 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.
- The DLLC requires City approval for Special Event Liquor Licenses. (ARS 4-203.2)

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 SECTIONS 2(A) & 2(E) OF THIS PACKET THOROUGHLY]. IT IS THE APPLICANTS' RESPONSIBILITY TO ENSURE THAT THE EVENT COMPLIES WITH ALL CITY, COUNTY & STATE REQUIREMENTS/LAWS.

SECTION 3. 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: www.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.
- **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. ARS 4-203.02, AA.C R19-1-309.
- **Qualified Organization:** Is a political party or campaign committee supporting a candidate for public office or a ballot measure; an organization formed for a specific charitable or civic purpose; a fraternal organization in existence for over five years with a regular membership; or a religious organization. ARS 4-203.02(B), A.A.C R19-1-309.
- **License Approval**: The Special Event Liquor License application must be filed with, and approved by the governing body of the city or town where the special event is to take place. In Phoenix, Special Event Liquor Licenses are approved or denied by the Phoenix City Council at regularly scheduled Formal City Council Meetings. Alternatively, and no more than twice in a calendar year per qualified organization, the application may be reviewed and approved by the City Managers Office. If the application is approved by the City, the approval must then be presented to the DLLC for final approval/issuance of the license. ARS 4-203.02(A), A.A.C R19-1-309, 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. ARS 4-203.02(E), AAC R19-1-309.
- **Proceeds/Collected Revenues**: The qualified organization must receive at least twenty-five percent (25%) of the gross revenues of the licensed 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.(D) & (E)
- **Responsibilities of the Special Event Licensee**: If a special event occurs at an otherwise unlicensed location, the special event licensee shall conduct all dispensing, serving, and selling of spirituous liquor. If a special event occurs at the licensed premises of a licensed retailer, the special event licensee shall ensure that one of the following occurs during the special event: AAC R19-1-318.
  - The licensed retailer places the license in non-use status and ceases to sell spirituous liquor and the special event licensee dispenses and serves spirituous liquor.
  - The licensed retailer dispenses and serves all spirituous liquor under the licensed retailer's license and the special event licensee does not dispense or serve spirituous liquor. The licensed retailer shall dispense and serve only spirituous liquor purchased from a wholesaler.
  - The licensed retailer dispenses and serves all spirituous liquor under the special event license and the special event licensee does not dispense or serve spirituous liquor. The licensed retailer shall dispense and serve only spirituous liquor purchased by or donated to the special event licensee.
  - The licensed premises of the licensed retailer are divided into two areas as follows:
    - In the first area, the licensed retailer shall dispense and serve spirituous liquor that is purchased from a wholesaler
    - In the second area, the special event licensee shall dispense and serve spirituous liquor purchased by or donated to the special event licensee
- **Restrictions**: Alcohol can not 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.

SECTION 4. APPLICANT CHECKLIST

THE FOLLOWING ITEMS ARE REQUIRED AT THE TIME OF APPLICATION:

► APPLICANT IS A QUALIFIED ORGANIZATION ARS 4-203.02(B), A.A.C R19-1-309.

- Question #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 (checked online)

► APPLICANT PROVIDED REQUIRED APPLICATION FORMS

- City of Phoenix Application
- City Police Department Questionnaire
- DLLC Application for Special Event License

► 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 plan submitted with City Police Department Questionnaire matches information on #15 of the DLLC Application
- City Questionnaire Related Questions:
  - Question #1: Qualified organization's name matches the organizing documents OR the name listed with the AZ Corporation Commission. (this will be checked online)
  - Question #2: Applicant's name matches the picture ID submitted with the application.
  - Question #5: Address of Special Event matches the Location Address listed on #5 of the DLLC Application.
  - Question #6: Event days are consecutive and match the days listed on #9 of the DLLC Application.
- DLLC Application Related Questions:
  - Question #1: Qualified organization's name matches the organizing documents OR the name listed with the AZ Corporation Commission. (this will be checked online)
  - Question #4: This is a two-part question. First, check the appropriate box. Then, list the purpose of the event on the line provided. Please be detailed and do not use the word "fundraiser" alone to describe the purpose.
  - Question #5: Location of the Event matches the Address of Special Event listed on #5 of the City Application.
  - Question #6&19: Applicant's name matches the picture ID submitted with the application.
  - Question #9: Event days are consecutive and match the days listed on #6 of the City Application. Liquor sales ends by 2 a.m.
  - Question #13: Applying organization is receiving at least 25% of the liquor sales (name of organization must match #1 on the DLLC form). Total liquor sales proceeds are accounted for = total added must equal 100%.
  - Question #17: Diagram: Security controls/measures for the event are listed and match the information provided on the Police Department Questionnaire and the information listed on question #15 of the DLLC Application. The following items must be listed on the diagram: cross streets, dimensions of the event premises, liquor serving areas, type of enclosure(s), security position(s), and entrances/exits.
  - Question #18: A Director/Officer/Chairperson of the organization completed #18 on the DLLC form & this section is notarized. License Services staff must be able to verify the person's title within the organization.
  - Question #19: It is recommended that the person completing #19, complete the application process in-person at the License Services Office, and wait to have #19 signed and notarized at the time of application.

► APPLICANT SUBMITTED REQUIRED DOCUMENTS

- A valid government issued picture ID for the applicant (person listed in #19 of the DLLC application)
- City Questionnaire Related Documents:
  - Question #8: If the answer is "Yes": A copy of the Liability Insurance coverage listing City of Phoenix as co-insured.
  - Question #9: If the answer is "Yes": Authorization documentation from the Parks & Recreation and/or the Street Transportation Department, authorizing the event.
- DLLC Application Related Documents:
  - Question #10: If the answer is "Yes": An explanation of conviction(s)/license revocation(s) attached to the application.
  - Question #12: If the answer is "Yes": A written Promoters Agreement between the organization & the promoter.
  - Question #16: If the answer is "Yes" on both questions: A Letter Suspending the Active Liquor License – A written agreement from the existing liquor licensee suspending the license at the location during the event. Letter should include: *Name of existing business, *Day(s) & time(s) existing license will be suspended (should match or be greater than event days & times listed on #9 of the DLLC Application). *If applicable, whether only a portion of licensed premises will be used & therefore, only a portion of the existing liquor license will be suspended for the event, *Signature of the owner (listed with the DLLC) of existing liquor license.

► APPLICANT PAID FEES

- Application fee, daily license fee, and $65 fee (if applicable).

Ph: 602.262.4638 #3 ● Fax: 602.495.0783 ● 200 W. Washington St., 1st Fl., Phoenix, AZ, 85003
Web Site: www.phoenix.gov/licenseservices ● Liquor Licensing Email: liquor@phoenix.gov

For staff use: Staff Initials: _____ Account #: _____

SECTION 5. CITY OF PHOENIX APPLICATION

FEES		
	APPLICATION FEE: **Total # of attendees for all event days added together = Application Fee** ■ 0 - 500 = $290.00 ■ 2,501- 5,000 = $310.00 ■ 501- 2,500 = $300.00 ■ Over 5,000 = $450.00 (Fee determined by Total # of event attendees listed on #10(b) of the Police Dept. Questionnaire)	▪ **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.**
	DAILY LICENSE FEE: $10.00 per event day	

► Applicant Information:

1) Name of Qualified Organization: _____
Must match #1 on DLLC Application. List name exactly as listed with AZ Corporation Commission/ Organizing Documents.

2) Applicant Name: _____
Must match #6 & #19 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 #5 on DLLC Application.

6) Date(s) of Event (consecutive days): From: _____ /_____ /_____ To: _____ /_____ /_____
Dates Must match #9 on the DLLC Application. 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: _____
(Example: 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. A licensed amusement company must be used 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 1-5). 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 THAT THE EVENT COMPLIES WITH ALL CITY, COUNTY & STATE REQUIREMENTS/LAWS.

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

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For staff use: Staff Initials: _____ Account # : _____

SECTION 6. CITY 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 & #2 (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 application to License Services.

1) How many Police Officers (AZ Post-Certified) do you propose to have at the event? ▪ 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 #15 '# Police' on DLLC form.**	**For PD USE** Verified by PD Initials: _____
2) 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 E)**		
A. 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: http://licensing.azdps.gov/ DPS License # _____ Ph. # (____) _____	#_____	**For PD USE** A - E Verified by PD Initials: _____
B. Existing Security Staff of the Organization applying for the license: [Person(s) that is on the organization's payroll]	#_____	
C. Existing Security Staff of the venue/location designated to cover event: Name: _____ Ph. # (_____)_____	#_____	
D. 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) _____	#_____	
E. TOTAL for #2 (Add A-D): This # must match #15 "# Security Personnel" on the DLLC Application.	#_____	
3) Will all security listed in #1 & #2 above be present during the entire event? ☐ Yes ☐ No, some will be staggered. **If the answer is " No", & security will be staggered, fill out a "Proposed Security Plan for Staggered Security" Page (last page of this packet)**		

► 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 affaires.)

7) Alcohol will be served: (choose one) ☐ Throughout entire event ☐ Only in Beer Garden(s)

If the answer is "Only in Beer Garden(s)":

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 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.)

8) How will you prevent underage alcohol consumption? (Examples: Wristbands; separate area; 21-and-upevent with carding at door/point of sale, hand stamp.)

_____

_____

Provide a specific/detailed answer. Police Officers can not 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 <u>any</u> question that a person may not be at least 21 yrs 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).

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SECTION 6. CITY POLICE DEPARTMENT QUESTIONNAIRE CONT…

9) Are the Event end-times and the Liquor Service end-times the same times each day? ☐ Yes ☐ No

If the answer is "No" (recommended), list the date(s) of event & Event end-time & Liquor Service end-time for each day: (Attach more pages if needed)

	Date	Event end-time	Liquor Service end-time		Date	Event end-time	Liquor Service 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 AM RESPONSIBLE FOR THIS EVENT AND THAT IT IS MY RESPONSIBILITY, AS THE APPLICANT, TO ENSURE THAT THE EVENT COMPLIES WITH ALL CITY, COUNTY & STATE REQUIREMENTS/LAWS.

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

FOR STAFF USE ONLY

Department Recommendation: ☐ Police Department ☐ Other: _____

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

Amended pages attached? ☐ Yes ☐ No Comments: _____

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Proposed Security Plan for Staggered Security

>> Only complete this page, if the answer to #3 on the Police Department Questionnaire is "No" <<

Date/Time when Security will be staggered	Expected "Maximum Peak Attendance" during the time segment. Maximum Peak Attendance = # of people that will be present at the event during this time segment.	# of Police Officers (AZ Post-Certified)	# of DPS Licensed Security Guards	# of Existing Organization Security Staff	# of Existing Venue/Location Security Staff	# of Volunteers
EXAMPLE: 03/12/2012 10:00AM TO 12:00PM	*EXAMPLE: 2*	*EXAMPLE: 2*	*EXAMPLE: 0*	*EXAMPLE: 0*	*EXAMPLE: 2*	*EXAMPLE: 800*
EXAMPLE:3/12/2012 12:00PM TO 4:00PM	*EXAMPLE: 4*	*EXAMPLE: 4*	*EXAMPLE: 0*	*EXAMPLE: 0*	*EXAMPLE: 2*	*EXAMPLE: 800*

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