



OFFICE OF ALCOHOLIC BEVERAGE CONTROL

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REQUIREMENTS FOR NON-PROFIT TEMPORARY SPECIAL EVENT PERMIT

Non-Profit permits are issued to non-profit organizations with tax exempt status under the IRS code, Section 501(c) 3 or 501(c) 8. Persons not associated directly with the non-profit organization can not obtain a Non-Profit Special Event Permit. To qualify for this permit, applicants must submit:

1. Written proof of their tax exempt status from the U.S. Internal Revenue Service.
2. Written permission of the property owner to sell alcoholic beverages when the applicant does not own the property where the special event is to occur.
3. Letter from the church or school giving permission to the organization to hold the event on church or school property.
4. A copy of the charter of the organization, club or facility.
5. A current membership roster showing full name and address of those members of legal age being authorized to dispense alcohol for the length of the permit.
6. Special Event permits are issued for a duration of up to (3) three consecutive days only.
7. A completed special event application form, (7) seven days prior to the event.
8. There is **no charge** for non-profit special event permits.