

GUIDELINES FOR ONE DAY ABC LICENSES

REASONS LICENSE(S) ARE REQUIRED:

1. Alcoholic beverage will be sold.
2. Food or refreshments provided for compensation.
3. A fee to attend that will include;
Food/ Refreshments/Alcoholic Beverage
4. Event held in public place or on club premise.
5. Events open to public.
6. Restaurant (Non- ABC Licensed Premises)
7. Alcoholic beverage will be purchased for resale from wholesale licensee. Also, wholesale licensee may provide equipment and serve alcoholic beverage.

BANQUET LICENSE: (LICENSE TAX \$30.00 PLUS \$15.00 APPLICATION FEE)

1. Issued to individuals (Including Caterers)
Applicant must be 21 years of age.
2. Issued for Private events only.
3. Personal monetary gain prohibited.
4. License Permits: Sale of wine and/or beer.
Providing alcoholic beverage without charge.
Consumption of alcoholic beverages.
Brownbagging by attendees.

SPECIAL EVENT: (LICENSE AND APPLICATION FEE SAME AS BANQUET)

1. Issued to duly organized non-profit organization, association, or corporation. Group should be qualified for exemption from federal/state income tax. Applicant must be 21 years of age.
2. Event conducted for specific purpose:
Charitable, Civic, Educational, Political, Athletic, Religious
3. Event may be public or private.
4. License permits: Sale of wine and/or beer.
Providing alcoholic beverage without charge.
Consumption of alcoholic beverages.
Brownbagging by attendees.
5. Complete/accurate records of the affair must be kept

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MIXED BEVERAGE SPECIAL EVENT: (LICENSE TAX \$35.00 PLUS \$15.00 APPLICATION FEE)

1. Issued to: same as special event.
2. Issued for: same as special event.
3. License Permits: Sale of mixed drinks in locations
 Where mixed beverage laws are applicable
 Brownbagging is not permitted.
4. Complete/accurate records of the affair must be kept.

APPLICATION FOR LICENSE SHOULD BE FILED WELL IN ADVANCE OF THE EVENT DATE SO TO ALLOW SUFFICIENT TIME FOR INVESTIGATION AND ADMINISTRATIVE PROCESSING, INCLUDING A PUBLIC HEARING, IF NECESSARY. THE LACK OF SUFFICIENT TIME FOR FULL CONSIDERATION MAY CAUSE AN INVOLUNTARY WITHDRAWAL OF THE APPLICATION WITH ONLY A REFUND OF THE LICENSE TAX.

IF YOU HAVE ANY QUESTION CONCERNING THE GUIDELINES/ QUALIFICATIONS YOU MAY CONTACT A LOCAL ABC SPECIAL AGENT FOR CLARIFICATION.

RICHMOND OFFICE TELEPHONE NUMBER: (804) 213-4624