



**Utah Department of
Alcoholic Beverage Services**
1625 South 900 West
Salt Lake City, UT 84104

SINGLE EVENT PERMIT APPLICATION CHECKLIST

Mailing Address:
P.O. Box 30408
Salt Lake City, UT 84130-0408
☎: 801-977-6800 📧: abc.utah.gov

Single event permits are issued for the sale of all types of alcohol to the permit holder conducting a convention, civic, or community enterprise. Permits may only be issued to bona fide partnerships, corporations, limited liability companies, churches, political organizations, incorporated associations, or to recognized subordinate lodges, chapters, or other local units in existence for at least one year prior to the date of the application pursuant to 32B-9-303(2)(b).

Complete applications must be submitted at least 30 days prior to the event. See R82-9-201.

The DABS Director, contingent on review by the Alcoholic Beverage Services Commission, issues the single event permits. A complete application has ALL of the information requested and supporting documents and floor plans attached. Late applications will be accepted on a case-by-case basis. Additionally, Due to statutory restrictions, applications received less than 7 business days prior to the event will not be considered. (When counting days, realize that there must be seven business days between the day the application is received and the date of the event).

Applicants may be issued either four 120-hour permits or Twenty-four 72-hour permits in a calendar year.

1. _____ Application Form includes: Complete application Initialed attestation Complete understandable floorplan
2. _____ \$125 Permit fee (refunded if the permit is not granted)
3. _____ \$1,000 Bond:
 - Bond kept on file with DABS
 - \$1,000 check, cash or money order or
 - Corporate surety bond (template attached) or
 - Third-Party Liability Agreement if someone other than the applicant is paying the bond
4. _____ Local city, town, or county consent to the issuance of the event permit. **Local consent must be turned in with the application or the application cannot be processed.** Please contact the business licensing office where the event is to be held to ensure adequate processing time.
5. _____ Organization / Entity documentation: Articles of incorporation Tax-exempt filing with the IRS (if applicable)
 - Partnership agreement Letter of authorization from qualifying parent organization Other _____
6. _____ Current Certificate of existence with the date of the organization **if not a Utah organization**
7. _____ Proposed advertisement of the event such as printed and or electronic media [website links etc.]
8. _____ Complete list of proposed **control measures**. Required and/or recommended control measures listed in the application should be filled out for every type of event. Provide additional pages of control measures if necessary.
9. _____ Detailed and scaled floor plan on an 8 ½" by 11" sheet of paper. The floorplan should be very comprehensive
 - All control measures should be included on the floorplan/map.
10. _____ TC-721 Utah State Tax Commission – Exemption Certificate
11. _____ Proof that the applicant is conducting "a convention, civic, or community enterprise
12. _____ Proof that the applicant is authorized to sign on behalf of the entity, pursuant to 32B-9-201(1)(h)

Application Instructions:

Complete applications must be submitted at least 30 days prior to the event. See R82-9-201. Please review these instructions prior to, and as you fill out the Single Event Application.

Single Event Permit:

Single event permits provide for the legal storage sale, service, and consumption of liquor, wine, heavy beer, and beer for temporary events. Permits may only be issued to bona fide partnerships, corporations, limited liability companies, church, political organization, or incorporated associations or to recognized subordinate lodges, chapters, or other local units. To be a "bona fide and/or 'recognized subordinate or local entity, the organization must have been in existence for at least one year prior to the date of the application and must furnish proof thereof. Permits are issued by the Alcoholic Beverage Services Director contingent on review by the Alcoholic Beverage Services Commission

A "120-hour single event permit" means a single event permit that is authorized under this part, the storage, sale, offering for sale, furnishing, and consumption of liquor for a period not to exceed 120 consecutive hours.

A "72-hour single event permit" means a single event permit that is authorized under this part, the storage, sale, offering for sale, furnishing, and consumption of liquor for a period not to exceed 72 consecutive hours.

The commission may not issue more than four (4) single event permits in any one calendar year to the same applicant if one or more of the single event permits is a 120-hour single event permit, or twenty-four (24) single event permits in any one calendar year to the same applicant if each of the single event permits issued to that person is a 72-hour single event permit.

A 'calendar year' is considered from January to December

As Part of local consent required by 32B-9-201(1)(c), the locality may provide a recommendation as to whether the entity is conducting a civic or community enterprise which is required, and the director may consider the recommendation of the local authority. Notwithstanding, an event permit will not be issued if, based on the totality of the circumstances, it is determined that the permit is being used to circumvent other applicable requirements of the event permit act.

1. Applicant entity/Organization Information:

List the organization operating or sponsoring the event and the entity type, i.e. Corporation, Limited Liability, Etc. Documents must be provided to prove the entity type. Also, provide a tax-exempt status if this is a non-profit organization.

2. Date the Organization was founded: Legal physical address of the organization - street, city, and zip code to include suite or section number if applicable. Attach a certificate of existence.

3. What does your Organization do on a daily basis i.e. hold church meetings and religious activities, teach school children, Government business, restaurant, concert venue, etc.

4. a and b – Organization address: List the Organization address and mailing address if different.

5. Organization contact information: Phone, fax, and email.

6. List any type of DABS License this organization may have i.e. Restaurant, Beer Recreational, banquet, etc.

7. Contact Person: The person who is responsible for the completion and submission of the application and contact information

8. Sales Tax / Tax Exempt Number: Sales tax number issued by the Utah Tax Commission or tax-exempt number issued by Internal Revenue Service. Also, provide proof of 501(c) (3) nonprofit tax exemption status.

9 Event Name: Advertised event name

10. Event Venue: Where the event is being held - Name, address (street, city, zip). List any DABS licenses this venue may have.

11. Type of Event: What type of event is being held i.e. a convention, civic, or community enterprise - describe event activities and what the purpose of this event is. (i.e. fundraiser to help fund cancer patients at the Children's Hospital etc.).

12. Who will benefit from the proceeds of this event: Where are the profits from the sale of alcohol going (i.e. building fund etc.)

13. Name or group catering the event: List the name of person or group providing service of food and/or alcohol.

14. Date(s) and Hours of event: List the specific date(s) and hours of the event. The permit is restricted to the date and hours you have listed. Local consent issued for the event must match the application.

15. Attendance: Projected daily attendance; cumulative attendance if a multi-day event.

16. Admission Charge - if alcohol is included in admission price: Alcohol included in the admission is considered an indirect sale of alcohol. Alcoholic products must be limited or if an unlimited number of alcoholic products are included, all the following conditions apply: (i) Alcoholic beverages are served to patrons at a seated event; (ii) Food is available when the alcohol is furnished, and (iii) No person advertises that at the event an unlimited number of alcoholic beverages will be provided in the admission charge

17. Alcohol prices: List the price established for all alcohol being sold and each alcohol type product you will serve.

18. Advertising: Provide any advertising you will be using including print media, radio or TV copy, and electronic media (hyperlink).

19. List private or public schools, churches, public libraries, public parks, or playgrounds within 600 feet of the event venue: The proximity requirements of Section 32B-1-202 do not apply to an event permit. However, nothing in this section prevents the director from considering the proximity of an educational, religious, or recreational facility, or any other relevant factor in deciding whether to issue an event permit.

20. Control Measures:

Sufficient control measures to prevent sales to minors and over-consumption are required for all events:

A-All events: Control measures outlined in Rule 81-10B-2 are required for all events to employ adequate measures to prevent minor's access to alcohol and over-consumption. The director, after reviewing the facts and circumstances of a particular public event, may at their discretion, relax some of the control measures outlined, or require more control measures. Review the control measures carefully, and affirm the measures you will have in place by checking each box and answering the questions as required in the application. To request a waiver of any control measure, the applicant must provide enough other control measures to compensate.

B-Large Scale: It is necessary to have added control measures for large-scale public events when the estimated attendance is in excess of 1,000 people; or an outdoor public event. These types of events must comply with the extra control measures to minimize the risk of minors being sold or furnished alcohol or adults being over-served alcohol at the event. Again, the director, after reviewing the facts and circumstances of a particular outdoor or large-scale public event, may at their discretion, relax some of the control measures outlined, or require more control measures. Review the control measures carefully and affirm the measures you will have in place by checking each box and answering the questions as required in the application. To request a waiver of any control measure, the applicant must provide enough other control measures to compensate.

21. Floor Plan: The floor plan should be drawn on 8 ½ x 11-inch paper (preferably) outlining the entire premises or landscape of the event. The floor plan shall include all entry and exit points, proof of age locations, and (if outdoors) a well-defined, properly secured perimeter including type and height of fencing or natural barriers (i.e. rivers, lakes, ravines, etc.) delineating the event. Include all the control measures from the application i.e. posted security, food sales, beer garden, etc. (taken from the control measure checklist in the application) on the floor plan. An Additional attached summary is fine, if necessary, to explain the control measures for the event.

Attestation:

Each Statement on the application will need to be initialed indicating that the applicant has read and agreed to each statement.

- Consent is given that authorized representatives of the commission, department or any law enforcement officers will have unrestricted right to enter the premises during the event; and
- That the person signing this application is authorized to act on behalf of the applicant. The information contained in this application is true and correct;
- No minor is a partner or managing agent of the applicant partnership; a managing agent, officer, director, or stockholder who holds at least 20% of the total issued and outstanding stock of the applicant; or a manager or member who owns at least 20% of the applicant limited liability company;
- No person in the alcoholic beverage industry (winery, brewery, distillery, importer, supplier, wholesaler, bottler, or warehouse) holds a partial interest in the ownership of the retail business or in the real or personal property owned, occupied, or used by the applicant in the conduct of the applicant's business.
- No gambling or any other violation of law or ordinance will be allowed on the premises serviced by the single event permittee;
- The applicant does not and will not discriminate against persons on the basis of race, color, sex, religion, ancestry, or national origin at the event;
- He/she has read and will abide by the provisions of the relevant parts of 32B-9 & 32B-15, Utah Code, and all Rules of the Commission and directives of the Department of Alcoholic Beverage Services; and understands that failure to adhere thereto or to no longer possess the qualifications of a single event permittee may result in immediate suspension and/or revocation of the permit and forfeiture of the compliance bond;

Other Documents in the application:

Third-Party Liability Agreement

32B-9 requires the applicant to post a cash or surety bond payable to the department. The bond may be posted by a person other than the applicant. The 'Third-Party' consents to the use of their \$1,000 for the purpose of acquiring a temporary event permit for the applicant. The \$1,000 check or cash is left on deposit with the department for a minimum of 30 days following the event. The bond may be forfeited if the permit is revoked or the department may make a claim against a bond posted by an event permittee for money owed the department under this title without the commission first revoking the event permit.

Financial Information / Cash Bond Refund

A financial summary of the event must be submitted to the department. *Without this form returned to the DABS, the applicant will not be able to obtain another event permit.*

You must also return this form if you want to request a refund of the cash bond on deposit with DABS. You may also leave the bond on file with DABS if you plan other events in the future. All refund requests are referred to the accounting division. Normal refund processing times vary from 30 to 45 days pending a review of a potential claim on the cash bond. All refunds are remitted to the entity or individual submitting the cash bond. The refund form may be submitted by mail or faxed to the DABS.

Mailing address:

DABS, PO Box 30408, Salt Lake City Utah 84130-0408

Fax number 801-977-6889 Attention Compliance



SINGLE EVENT PERMIT APPLICATION

72-hour (or less) PERMIT - Limit of 24 per calendar year

This is permit # _____
for calendar year _____

73-hour to 120-hour PERMIT - Limit of 4 per calendar year

This is permit # _____
for calendar year _____

ENTITY ORGANIZATION INFORMATION

1. Organization Name: _____

Entity Type: Corporation Limited Liability Company Political Organization Religious Organization Partnership
 State agency or political subdivision Incorporated Association Recognized subordinate lodge, chapter or local unit of an entity
 Non-profit Corporation If qualified as 501(c)(3): federal tax exempt # _____ Other _____

2. Daily Business of Organization: _____

3. Date organization founded: _____
Must have been in existence for more than one year and have active status – submit a certificate of existence

4. Organization phone: _____ Fax: _____

5. E-mail: _____

6. Does this organization have a current DABS License: _____ License #: _____

7. Contact Person: _____ Phone: _____
 E-mail: _____

8. Organization address: _____
 STREET CITY STATE ZIP

9. Mailing address (if different from individuals or organization):

 STREET CITY STATE ZIP

EVENT INFORMATION

10. Event Name: _____

11. Event Venue: _____ DABS License # _____

 STREET CITY STATE ZIP

12. Date(s) of the event: _____ Alcohol Service Hours: _____ to _____

13. Type of Event: a) *purpose* of the event: _____
 b) describe event activities: _____

14. Explain who financially benefits from the proceeds of this event: _____

15. Admission charge (if any): _____ Is alcohol included with admission? No Yes *

✓ If Yes, how many alcoholic beverages are included: * _____ and / or cash bar? No Yes *

✓ **If an unlimited number of alcoholic beverages are included, all of the following conditions must apply:**

(i) Alcoholic beverages are served to patrons at a seated event; Yes

(ii) Food is available when the alcohol is furnished; Yes, and

(iii) No advertising of unlimited alcoholic beverages provided in the admission charge. Yes

16. Alcohol to be served and price(s): Beer \$ _____ Heavy Beer \$ _____

Wine \$ _____ Flavored Malt beverages \$ _____ liquor \$ _____

17. Methods to be used for advertising: _____

Please submit a copy of your proposed advertising with your application

18. List any private or public schools, churches, public libraries, public playgrounds and parks located within 600 feet of the event venue:

CONTROL MEASURES

19. Sufficient control measures to prevent sales to minors and over-consumption are required for all events.

The applicant must comply with all control measures required for the type of event being hosted (see below). However, the director, after reviewing the facts and circumstances of a particular event, may in its discretion waive some of the control measures, or require *more* control measures. If you want to request a waiver, you will have to provide sufficient evidence that the event will maintain control.

A. Please tell us more about your event:

No Food Food Available Full Meals Minors allowed Over 21 Only

Maximum attendance per day at your event _____ Maximum in consumption area _____

B. Small Scale Indoor event (1000 people or less) Private Event – not open to the public
(by invitation only – purchasing a ticket does not necessarily make it private)

Any size indoor event with no minors allowed

If you checked any box in 19 "B" - these events are required to have control measures one through six as outlined on the following page. However, you may carefully consider ALL ELEVEN control measures listed and may also check any of those you have decided will assist you with control of your event..

C. Outdoor event *and* open to the general public Large Scale Event (over 1000 people) *and* minors allowed

If you checked EITHER box in "C" - these large-scale or outdoor events are required to have all eleven control measures as listed on the following page, unless you are granted a waiver.

CONTROL MEASURES I through VI Required For All Events *

* Please, check the boxes indicating you have read and will be implementing that control measure unless requesting a waiver.

- I. **I.D. Checking Location:** All events are required to have at least one location where adults wanting to purchase alcoholic beverages must show proof of age.
- II. **Training for those taking IDs:** Any person assigned to check proof of age shall have completed the alcohol server training seminar within the last three years. (Contact the Utah Division of Substance Abuse & Mental Health at 801-538-3939 or the substance abuse website at <http://www.dsamh.utah.gov/stateapprovedproviders.htm>).
- III. **Training for Servers:** At least one person who has completed the alcohol server-training seminar outlined in Utah Code 62A-14-401 shall be at each location where alcoholic beverages are sold and dispensed to supervise the sale and dispensing of alcoholic beverages.
- IV. **Number of Alcohol Beverages:** Each event patron *may have no more than one alcoholic beverage in front of them at a time*. Event servers may sell two alcoholic beverages to one person, but servers will be responsible for ensuring that the second beverage is not for the person purchasing the beverages and is not being provided to minors. **(By Statute, this control measure cannot be waived).**
- V. **Event Properly Secured:** The event must be properly secured and completely delineated by some type of physical structure (s) i.e. fencing, walls, gates, secured entrances, and exits. **(See floor plan instructions and note these items on the floor plan).**
- VI. **Security:** There must be a minimum of 1 security person for every 50 people estimated to be in the consumption area at one time (either inside the alcohol garden or inside the venue if there is no alcohol garden required). Security may include police officers, hired security, organization staff members, security volunteers, etc.

Estimated number of people in the consumption area _____ Number of security intended: _____

Type of Security: _____

ALL CONTROL MEASURES I-XI Required For Large Scale Or Outdoor Public Events: * Extra Control Measures May Be Added To ANY Event

- VII. **Readily Identifiable Cups:** Alcohol shall be served in readily identifiable cups or containers distinct from those used for non-alcoholic beverages.
 - ✓ Type of container(s) for alcohol beverages: _____
 - ✓ Type of container(s) for other beverages: _____
- VIII. **Alcohol Garden:** if minors may attend the event, all dispensing, consumption of alcoholic beverages shall be in a designated, confined, and restricted area where minors are not allowed without being accompanied by a parent or guardian, and where alcohol consumption is closely monitored.
- IX. **ID Station Separate:** The I.D. check station(s) must be separated from the alcohol sales location(s).
- X. **Proof of Age – Handstamp or Wristband:** Adults wanting to purchase alcoholic beverages must show proof of age and either have their hand stamped or be issued a non-transferable wristband. Measures should be taken to prevent inappropriately discarded or damaged wristbands (which may end up in the control of minors). Indicate which control measure you will use:
 - Non-transferrable wristband
 - Handstamp
- XI. **Other:** List any other control measure not mentioned above: _____

REQUESTING A WAIVER OR MODIFICATION OF ANY CONTROL MEASURE?

20. Please, review all ten control measures. If you wish to request a waiver of any required control measure for your event, please provide a reason for the waiver request:

(a) *Alcohol Garden* or (b) Other – (please list specifically): _____

FLOOR PLAN

21. Please, attach a separate floor plan with this application on an 8 ½ x 11" sheet of paper outlining the event area. Make certain that each requirement has been completed and indicate each by checking the boxes below:

- List the name of the event List the type of event such as a festival, dance, race, concert, etc.
- The floor plan should include all physical features of the event area, including indoor or outdoor areas.
 - ✓ Building walls
 - ✓ Fencing – include type, height, etc.
 - ✓ Highlight entrance and exit points on the floorplan
- List how many entrances into the event: _____ List how many exits out of the event: _____
- Entrances / Exits MUST BE SECURED. Tell us how they are controlled (gates, security, exit only, etc.), and note the information on the floorplan. _____

- Any other natural physical barriers such as rivers, lakes, ravines, etc.
- Indicate the location of food sales, other vendors, exhibits, stages, tables, etc.
- Show where the Proof of age (ID) station(s) is located.
- Indicate alcohol garden, alcohol sales location(s), consumption areas, (include seating, alcohol garden barriers, and what type of barrier will be used for the alcohol garden).
- List the number of security personnel and what type (hired security, volunteer employees, police officers, etc., and where they are stationed).
- Include any additional control measures not already listed above or in item 19-B. Add a written summary, if you feel it is necessary, to explain your event in further detail.

ATTESTATION

By initialing & signing below, the applicant attests that:

- _____ Consent is given that authorized representatives of the commission, department or any law enforcement officers will have unrestricted right to enter the premises during the event and that the person signing this application is authorized to act on behalf of the applicant.
- _____ The information contained in this application is true and correct;
- _____ No minor is a partner or managing agent of the applicant partnership, a managing agent, officer, director, or stockholder who holds at least 20% of the total issued and outstanding stock of the applicant; or a manager or member who owns at least 20% of the applicant limited liability company;
- _____ No person in the alcoholic beverage industry (winery, brewery, distillery, importer, supplier, wholesaler, bottler, or warehouse) holds a partial interest in the ownership of the retail business or the real or personal property owned, occupied, or used by the applicant in the conduct of the applicant's business.
- _____ No *gambling* or any other violation of law or ordinance will be allowed on the premises serviced by the single event permittee; The applicant does not and will not discriminate against persons on the basis of race, color, sex, religion, ancestry, or national origin at the event;
- _____ He/she has read and will abide by the provisions of the relevant parts of 32B-9 & 32B-15, Utah Code, and all Rules of the Commission and directives of the Department of Alcoholic Beverage Services; and understands that failure to adhere thereto or to no longer possess the qualifications of a single event permittee may result in immediate suspension and/or revocation of the permit and forfeiture of the compliance bond;
- _____ Under 32B-1-304, no person who has been convicted of a felony within the past seven years; two or more convictions of driving under the influence of alcohol or drugs within the past five years; or any crime involving the sale, manufacture, distribution, warehousing, adulteration, or transportation of alcoholic beverages, or involving moral turpitude for the past four years may apply for or be granted a single event permit. The applicant does not have any of the foregoing disqualifying convictions.
- _____ The applicant is authorized to sign on behalf of the entity pursuant to 32B-9-201(1)(h).



Utah State Tax Commission • 210 N 1950 W • Salt Lake City, UT 84137

Exemption Certificate
(Sales, Use, Tourism and Motor Vehicle Rental Tax)

TC-721
Rev. 7/15

Name of business or institution claiming exemption (purchaser)		Telephone number	
Street address	City	State	ZIP Code
Authorized signature	Name (please print)	Title	
Name of Seller or Supplier:	Department of Alcoholic Beverage Services		Date

The signer of this certificate **MUST** check the box showing the basis for which the exemption is being claimed.

DO NOT SEND THIS CERTIFICATE TO THE TAX COMMISSION
Keep it with your records in case of an audit.

RESALE OR RE-LEASE
Sales Tax License No. _____

I certify I am a dealer in tangible personal property or services that are for resale or re-lease. If I use or consume any tangible personal property or services I purchase tax free for resale, or if my sales are of food, beverages, dairy products and similar confections dispensed from vending machines (see Rule R865-19S-74), I will report and pay sales tax directly to the Tax Commission on my next sales and use tax return.

COMMERCIAL AIRLINES
Sales Tax License No. _____

I certify the food and beverages purchased are by a commercial airline for in-flight consumption; or, any parts or equipment purchased are for use in aircraft operated by common carriers in interstate or foreign commerce.

RELIGIOUS OR CHARITABLE INSTITUTION
Sales Tax License No. _____

I certify the tangible personal property or services purchased will be used or consumed for essential religious or charitable purposes. **This exemption can only be used on purchases totaling \$1,000 or more, unless the sale is pursuant to a contract between the seller and purchaser.**

NOTE TO SELLER: Keep this certificate on file since it must be available for audit review. Questions? Email taxmaster@utah.gov, or call 801-297-2200 or 1-800-662-4335.

If you need an accommodation under the Americans with Disabilities Act, email taxada@utah.gov, or call 801-297-3811 or TDD 801-297-2020. Please allow three working days for a response.

DO NOT SEND THIS CERTIFICATE TO THE TAX COMMISSION

SINGLE EVENT PERMIT

Local Consent

PURPOSE: Local business licensing authority provides written consent to the Alcoholic Beverage Services Commission to issue an event permit to an organization for the purposes of storage, sale, offer for sale, furnish, or allow the consumption of an alcoholic product on the event premises. **Authority:** Utah Code 32B-9-201

_____, City Town County
Local business license authority

hereby grants its consent to the issuance of a temporary single event permit license to:

Applicant Entity/Organization: _____

Event Name: _____

Event location address: _____
Street City State Zip

On the _____ day(s) of _____, _____
dates month year

during the hours of _____, pursuant to the provision of Utah Code 32B-9 for
define hours from and to

the sale of (Check all that apply): Beer Heavy Beer Wine Flavored Malt Beverages Liquor

We are recommending this entity as conducting a civic or community enterprise* Yes No

NOT providing a recommendation

***As Part of local consent required by 32B-9-201 (1) (c), the locality may provide a recommendation as to whether the entity is conducting a civic or community enterprise.** A civic or community enterprise means a function that is in the nature of a temporary special event such as a social, business, religious, political, governmental, educational, recreational, cultural, charitable, athletic, theatrical, scholastic, artistic, or scientific event. A "civic or community enterprise" generally is a gathering that brings members of a community together for the common good. Single event permits may not be issued to or obtained by an entity or organization for the purpose of avoiding or attempting to avoid the requirement of state retail alcohol licensing.

Authorized Signature

Name/Title

Date

**Proof that the applicant is conducting a
CONVENTION, CIVIC, OR COMMUNITY ENTERPRISE**

PURPOSE: Event permits may be issued to an entity that has been in existence for a year or more "that is conducting a convention, civic, or community enterprise."

As Part of local consent required by 32B-9-201(1)(c), the locality may provide a recommendation as to whether the entity is conducting a civic or community enterprise. However, the applicant must still demonstrate that the event meets the civic or community enterprise requirement.

Here is the definition that is provided to the cities and counties.

A civic or community enterprise means a function that is in the nature of a temporary special event such as a social, business, religious, political, governmental, educational, recreational, cultural, charitable, athletic, theatrical, scholastic, artistic, or scientific event. A "civic or community enterprise" generally is a gathering that brings members of a community together for the common good. Single event permits may not be issued to or obtained by an entity or organization for the purpose of avoiding or attempting to avoid the requirement of state retail alcohol licensing.

AUTHORITY: Utah Code 32B-9-201(1)(c)

Please provide any information that you may have that will show that the event meets the above requirements.

Please attach a separate sheet/s if more room is required

SALES TAX INFORMATION FOR SINGLE EVENT PERMIT HOLDERS

The prices of liquor, wine, and heavy beer at the liquor stores and package agencies do not include sales tax. The sales tax will be added at the cash register when members of the general public shop in a liquor store or package agency and bring their purchases to the cash register. Permit holders that make purchases at the cash register will be charged sales tax just like the general public.

Single event permit holders may be able to purchase liquor from the department without paying the sales tax under these two conditions:

- a. The permit holder must file tax commission form TC-721 with the DABS. A copy of this form is included in this application packet. Once filed, the permit holder can buy liquor, wine, and heavy beer exempt from sales tax at any DABS owned and operated state liquor store. If the permit holder buys from a local package agency that is a "contracted store" (not owned or operated by the DABS), the licensee has to file form TC-721 with the package agency in order to be able to purchase "sales tax-exempt"; *and*
- b. The permit holder must adhere to the liquor order procedures established by the DABS commission as follows:
 - i. Commission rule requires that orders must be placed in advance to allow department personnel sufficient time to assemble the order. The order shall include the business name of the permit holder, department permit number, and list the products ordered specifying each product by code number and quantity. The order may be telephoned or faxed to the store or agency.
 - ii. The permit holder shall allow at least four hours for department personnel to assemble the order for pick-up. When the order is complete, the permit holder will be notified by phone and given the total cost of the order. The permit holder may pay for the product with cash, company check, cashier's check, or debit card with a PIN.
 - iii. The permit holder or the permit holder's designee shall examine and sign for the order before it leaves the store, agency, or satellite warehouse to verify that the product has been received.
 - iv. Merchandise shall be supplied to the permit holder on request when it is available on a first-come-first-serve basis. Discounted items and limited items may, at the discretion of the department, be provided to a permit holder on an allocated basis.

UTAH DEPARTMENT OF ALCOHOLIC BEVERAGE SERVICES

SINGLE EVENT PERMIT FINANCIAL INFORMATION

IMPORTANT: The 'Financial Information Sheet' must be completed for each event and returned upon request by the DABS and must also be completed and returned before you can request a refund of your bond.

Permittee: _____

Event: _____

Date of event: _____

Phone number: _____ Person to contact: _____

The following information must be supplied to the Utah Department of Alcoholic Beverage Services before you may receive a refund of your \$1,000 compliance bond or before you may apply for another event. If you have any questions, contact the Licensing & Compliance Division at (801) 977-6800.

Fax to 801-977-6889 or Mail to:
Utah Department of Alcoholic Beverage Services
PO Box 30408
Salt Lake City, Utah 84130-0408

Receipts:
Admission/entrance fees _____
Sales - alcoholic beverages _____
Sales - other _____

Purchases:
Beer _____
Liquor _____
Food _____
Other _____

Total receipts: _____

Total purchases: _____

Expenses:
Rent _____
Wages _____
Catering/subcontracting _____
Supplies _____
Other (please list) _____

Total expenses : _____

Net proceeds: _____

Keep Bond on File with DABS Please refund bond to: _____

_____ Address City State Zip

UTAH DEPARTMENT OF ALCOHOLIC BEVERAGE SERVICES

Single Event \$1,000 Cash Bond

Third-Party Liability Agreement

Complete this form if the \$1,000 cash bond is provided by a person other than the applicant.

The undersigned hereby consents to the use of this \$1,000 check for the purposes of a single event compliance bond on behalf of:

Single event permittee: _____

Name of event: _____

Date of Event: _____

Name on check: _____

Furthermore, it is understood that said \$1,000 must be left on deposit with the department for 30 days following said event and that if said permit is rescinded, the \$1,000 may be forfeited.

Authorized Signature

Print Name

UTAH DEPARTMENT OF ALCOHOLIC BEVERAGE SERVICES

1625 S 900 W • PO Box 30408 • Salt Lake City, UT 84130-0408 • Phone (801) 977-6800 • Fax (801) 977-6889

"SINGLE EVENT BOND"

BOND # _____

KNOW ALL PERSONS BY THESE PRESENTS:

That **Principal**, _____, a single event permittee, doing business as (DBA) _____, and **Surety**, _____, a corporation organized and existing under the laws of the state of _____ and authorized to do business in Utah, are held and bound unto the Utah Department of Alcoholic Beverage Services in the sum of **\$1,000**, for which payment will be made, we hereby bind ourselves and our representatives, assigns, and successors firmly by these presents.

Dated this _____ day of _____, _____.

THE CONDITION OF THIS OBLIGATION IS SUCH THAT:

WHEREAS, the above principal has made application to the Utah Alcoholic Beverage Services Commission for a single event permit pursuant to the provisions of 32B-9, Utah Code.

NOW, THEREFORE, if said principal, its officers, agents, and employees shall faithfully comply with the provisions of Title 32B, Utah Code, and the rules and directives of the Utah Alcoholic Beverage Services Commission and the Utah Department of Alcoholic Beverage Services, then this bond shall be void; but, if said principal, its officers, agents, and employees fail to comply with the provisions of the laws, rules and directives or orders as the commission or department may issue, then this bond shall be in full force and effect and payable to the Utah Department of Alcoholic Beverage Services. This bond shall run for a continuing term effective _____ unless canceled by service of written notice upon the Utah Department of Alcoholic Beverage Services, which cancellation shall be effective 30 days after receipt of such notice; provided, however, that no part of this bond shall be withdrawn or canceled while violations, legal actions or proceedings are pending against said permittee/principal.

Surety

Principal / Licensee

Attorney in fact

Authorized signature

Name / Title

{ Corporate Seal }

STATUTORY AFFIDAVIT FOR CORPORATE SURETY

STATE OF: _____

COUNTY OF: _____

On the _____ day of _____, _____, personally appeared before me, _____, who, being by me duly sworn, did say that he / she is the attorney in fact of _____, **Surety**, and that said instrument was signed in behalf of said surety by authority, and acknowledged to me that he / she as such attorney in fact executed the same.

Notary Public Signature & *Seal*

Note: Corporate surety's own affidavit also acceptable

MULTIPLE VENUES FORM

1. Event Name: _____

Street

City

Zip

3. Date(s) of the event: _____ Alcohol Service hours: _____ to _____

4. Multi day event? Total attendance at the event per day _____

5. Describe event activities: _____

6. Admission charge (if any): _____ Is alcohol included with admission? No Yes *

If Yes, how many alcoholic beverages are included: * _____

*** If an unlimited number of alcoholic beverages are included, all of the following conditions must apply:**

(i) Alcoholic beverages are served to patrons at a seated event; Yes

(ii) Food is available when the alcohol is furnished; Yes, and

(iii) No advertising of unlimited alcoholic beverages provided in the admission charge. Yes

7. Cash bar? No Yes *

8. Alcohol to be served and price(s): Beer \$ _____ Heavy Beer \$ _____

Wine \$ _____ Flavored Malt beverages \$ _____ liquor \$ _____

9. List any private or public schools, churches, public libraries, public playgrounds and parks located within 600 feet of the event venue: _____

10. Will food be available? Full Meals? Will minors attend the event? Indoors < 1000 people

Private Event (Invitation only - where the general public is not invited nor tickets obtained by the public)

11. Or - Extra Control Measures Required if:

Is the event located outdoors and open to the general public? Yes*

Does the event have an estimated attendance in excess of 1000 people with minors present? Yes*

12. If you wish to request a waiver of any control measure listed on the following pages, please indicate:

(a) Alcohol Garden or (b) Other – (please list specifically): _____

Explain the extra controls you will use if a waiver is to be granted _____

CONTROL MEASURES - 1-6 are Required For All Events:

- I. I.D. Checking Location:** All events are required to have at least one location where adults wanting to purchase alcoholic beverages must show proof of age.
- II. Training for those taking ID's:** Any person assigned to check proof of age shall have completed the alcohol server training seminar within the last three years.
- III. Training for Servers:** At least one person who has completed the alcohol server training seminar outlined in Utah Code 62A-14-401 shall be at each location where alcoholic beverages are sold and dispensed to supervise the sale and dispensing of alcoholic beverages.
- IV. Number of Alcohol Beverages:** Each event patron *may have no more than one alcoholic beverage in front of them at a time*. Event servers may sell two alcoholic beverages to one person, but servers will be responsible for ensuring that the second beverage is not for the person purchasing the beverages and is not being provided to minors. **By Statute, this control measure cannot be waived.**
- V. Event Properly Secured:** The event must be properly secured and completely delineated by some type of physical structure (s) i.e. fencing, walls, gates, secured entrances and exits. *(See floor plan instructions and note these items on the floor plan).*
- VI. Security:** There must be a minimum of 1 security person for every 50 people estimated to be in the consumption area at one time (either inside the alcohol garden, or inside the venue if there is no alcohol garden required). Security may include police officers, hired security, organization staff members, security volunteers etc.

Estimated number of people in the consumption area: _____ Number of security intended: _____
Type of Security: _____

Control Measure 1-10 are Required For ALL Large Scale or Outdoor Public Events: * Extra Control Measures May Be Added To ANY Event

- VII. Readily Identifiable Cups:** Alcohol shall be served in readily identifiable cups or containers distinct from those used for non-alcoholic beverages.
 - Type of container(s) for alcohol beverages: _____
 - Type of container(s) for other beverages: _____
- VIII. Alcohol Garden:** If minors may attend the event, all dispensing and consumption of alcoholic beverages shall be in a designated, confined and restricted area where minors are not allowed without being accompanied by a parent or guardian and where alcohol consumption is closely monitored.
- IX. I.D. Station Separate:** The I.D. check station(s) must be separated from the alcohol sales location(s).
- X. Proof of Age – Handstamp or Wristband:** Adults wanting to purchase alcoholic beverages must show proof of age and either have their hand stamped or be issued a non-transferrable wristband. Measures should be taken to prevent inappropriately discarded or damaged wristbands (which may end up in the control of minors). Indicate which control measure you will use:

Non transferrable wristband **Handstamp**

- XI. Other:** List any other control measure not mentioned above: _____

As Part of local consent required by 32B-9-201(1)(c), the locality may provide a recommendation as to whether the entity is conducting a civic or community enterprise, which is required. The director may consider the recommendation of the local authority, notwithstanding, an event permit will not be issued if, based on the totality of the circumstances, it is determined that the permit is being used to circumvent other applicable requirements of the event permit act.