



**Utah Department of
Alcoholic Beverage
Control**
1625 South 900 West
P.O. Box 30408
Salt Lake City, UT 84130

Reception Center Quarterly Report

Date Received

Reporting Period:

Year _____ Quarter Beginning: January 1st April 1st July 1st October 1st

Licensee Information

1. DBA:(*name of business*) _____

2. Business address: _____
STREET CITY STATE ZIP

3. Contact person: _____ Phone number: _____

Email _____ DABC License # _____

Reception Event Information

Part of the requirement of having a reception center license is the mandatory advance notice of the contracted events. This reporting is required to be done at least on a quarterly basis. This report:

- Must be submitted on or before January 1, April 1, July 1, and October 1 of each year
- May be hand-delivered or submitted by mail or electronically

Reception Center licensees must contract with 3rd party hosts for private events that are:

- Pre-arranged
- Sell at least 50% food compared to alcohol on a quarterly basis
- Be separated from other areas of the facility that are open to the general public
- Have a guaranteed number of attendees
- Have a negotiated price
- Must only be held at a clearly defined location
- Must be held on a specific date and time
- Have signage at or near the entrance to the private reception function to indicate that the location has been reserved for a specific group.

Reception Reporting

Name of Event: _____

Name of contracted entity or person: _____

Date(s) of the event _____ Number of Attendees _____

Time of the event: Beginning _____ Ending _____

Room(s) or other Location(s) of the event on the Banquet premises: _____

Food Sales: \$ _____ Contracted food

Alcohol Sales \$ _____ Contracted hosted bar

Alcohol Sales Cash Bar \$ _____ projected or Actual

Reception Reporting

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This is a recommended form. You may use your own form or spreadsheet if all the information requested is included. Copy this page as needed