# HANDBOOK FOR SINGLE EVENT PERMITS



## **UTAH DEPARTMENT OF ALCOHOLIC BEVERAGE SERVICES**

P.O. Box 30408 Salt Lake City, UT 84130-0408 Telephone: 801-977-6800 Fax: 801-977-6889 Website: abs.utah.gov

## **TO ALL PERMITTEES**

As a permit holder for a single event of the Utah Department of Alcoholic Beverage Services, you are required to be aware of the responsibilities, procedures, and potential liabilities regarding the sale and service of alcoholic beverages.

This handbook has been prepared to help you with the lawful handling of alcoholic beverages. Please review this information and keep the handbook available for reference. This version of the handbook was issued in July 2021. Previously issued handbooks should be discarded as they may contain outdated information.

Our website (<u>abs.utah.gov</u>) has information about the liquor laws and rules with direct links to the complete code and administrative rules, as well as information about stores and agencies, products and prices, server training, and other interesting links. The website is regularly updated. Please review the website for information and services as they are developed.

It is our responsibility and desire to be of service and assistance. If you have questions after consulting the handbook, please call 801-977-6800, write or e-mail (dabscompliance@utah.gov) the compliance division of this department.

# THE SINGLE EVENT PERMIT

Note: This is general information only and should not be considered conclusive. For further details, please consult Title 32B of the Utah Code and the Rules of the Commission.

Only qualified organizations can apply for a single event permit. Bona fide organizations must have been in existence for at least one year prior to the date of application.



A single event permit provides for the legal storage, sale, service, and consumption of beer, heavy beer, wine, flavored malt beverages, and liquor ONLY for a convention, community, or civic event. Permits may be issued only to a bona fide partnership, corporation, limited liability company, religious organization, political organization, incorporated association, or to a recognized subordinate lodge, chapter, or another local unit that has been legally organized for at least one year prior to the date of application.

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#### A single event permit is required if the

applicant desires to benefit from the proceeds of the sale of alcohol by way of direct sales or indirect sales (or in combination) as follows:

- **Direct sales** of alcoholic beverages include cash bars where drinks are prepared, sold, and served to event participants who pay for alcoholic beverages as they are ordered and received.
- An indirect sale of alcoholic beverages includes situations where the purchase of a ticket or payment of an entrance or registration fee entitles the participant to alcoholic beverages included with the event such as a hosted bar, or wine with dinner.

## **APPLICATION REQUIREMENTS:**

Permits are issued by the DABS Executive Director contingent on review of the Alcoholic Beverage Services Commission. To ensure adequate processing and approval, **complete applications should be submitted AT LEAST 30 days prior to the event. Applications submitted outside of these guidelines risk the non-issuance of a permit.** *Additionally, due to statutory restrictions, applications received less than seven business days prior to the event (not counting the day the application is submitted or the day of the event) will not be considered.* 

### **DURATION AND NUMBER**

Qualifying organizations may apply for a permit type that allows either:

- Up to 4 permits per calendar year for a time period that that does not exceed 120 consecutive hours (5 days) for each permit; or
- Up to 24 permits per calendar year for a time period that does not exceed 72 consecutive hours each (3 days) for each permit.

### **QUALIFICATIONS:**

- No person who has been convicted of a felony; two or more convictions of driving under the influence of alcohol or drugs within the last five years; or any crime involving the sale, manufacture, distribution, warehousing, adulteration or transportation of alcoholic beverages, or involving moral turpitude may apply for or be granted a single event permit.
- No permit will be issued to any person or business that has had any liquor license or permit revoked within the last three years.
- A minor may not be granted a single event permit.
- If the applicant is a partnership, a minor may not be a partner or managing agent.
- If the applicant is a corporation or limited liability company, a minor may not be a managing agent, officer, director, or stockholder who holds at least 20% of the stock of a corporation or owns at least 20% of a limited liability company.

# A COMPLETE APPLICATION CONTAINS THE FOLLOWING:

- Completed application form. See the actual application and checklist for specifics and follow the checklist carefully.
- A \$125 permit fee.
- If the applicant wants to change anything in the application, there will be a \$125 fee.

NOTE: Each local city, town, or county jurisdiction has its own local single event permit. Apply with them first, early enough to ensure adequate time for processing of the DABS permit.

• A cash or surety bond of \$1,000, refundable after the event with submission of a refund request and a copy of alcohol purchase receipts.

- Written consent of the local governing authority (city, town, county), or a locally issued temporary event permit.
- Proposed Advertisements copies and/or links to advertising for the event.
- A scaled floor plan of the event premises highlighting liquor storage, sales, and consumption areas.
- All required control measures including all exits and entrances listed in the application must be shown and explained on the floor plan. The director will consider the adequacy of control



measures at the event for the prevention of consumption by minors and intoxicated individuals.

• Outdoor or indoor public events where the estimated attendance exceeds 1000 people are required to adhere to extra control measures as listed in the application.

• Evidence of proximity to schools, churches, libraries, playgrounds, and/or parks - the executive director may consider the general proximity of the event to educational, religious, and recreational facilities in determining whether to grant a permit.

• If your event includes games of chance such as "Casino Night" or "Bingo" in which one must

pay to play a game of chance for a possible prize, either money or something of value, this is considered gambling in Utah, and a permit will not be issued. This includes indirect purchases to play these games, such as an entrance ticket fee or donation at the door.

 PLEASE NOTE: If there is any indication of games at your event that are usually associated with gambling, a letter must be obtained from the city or county attorney where the event is being held, confirming that your games are NOT gambling.

This letter must be included with the application to DABS.



## **OPERATIONAL REQUIREMENTS**

#### Purchases of Alcoholic Beverages

Single Event permit holders must purchase, acquire, possess for resale, or sell alcohol that has been lawfully purchased from a:

- Department of Alcoholic Beverage Services state liquor store
- Utah package agency
- Utah beer wholesaler
- Local Utah licensed brewer
- Licensed Utah off-premise beer retailer such as a grocery store
- Please retain receipts for submission to the Department following the event.

#### **Beer Sales**

 Beer may be sold in original containers not exceeding 1 liter, or by the pitcher. No more than 1 liter can be sold to an individual patron.



 Heavy beer must be served in original containers not exceeding one liter.

#### Wine Sales

• Wine may be served by the glass or individual portion in quantities not



exceeding 5 ounces. An individual portion (i.e. flights) may be served to a patron in more than one glass as long as the total amount of wine in the individual portion does not exceed 5 ounces.  Wine may be poured by the glass from any size bottle or container and need not be dispensed through a dispensing device.

#### **Flavored Malt Beverages**

 Flavored malt beverages must be served in original containers not exceeding one liter.

#### Liquor Sales

 The primary spirituous liquor in a mixed drink

may be dispensed from any size bottle, but only in quantities not to exceed 1.5



ounces. A calibrated, metered dispensing device is not required.

- Secondary spirituous liquor may be used in a beverage as a flavoring ingredient in conjunction with the primary liquor.
- The total amount of spirituous liquor in a beverage (including both the



primary liquor and any secondary flavorings) may not exceed 2.5 ounces of spirituous liquor.

#### Limitation on Total Number of Drinks

NOTE: Each temporary event attendee may have no more than one alcoholic portion at a time before the patron.



- An exception to this restriction is allowed if alcoholic products are served to a person at a seated event, food is available when the alcohol is furnished, and this exception is not advertised.
- Remember though, you cannot allow a person to become intoxicated Remember doing so also reminde make sure remen you are forget don't

responsibly for each situation.

#### Sales hours

serving alcohol

Alcohol may be sold, offered for sale, and consumed from 10 a.m. until 1 a.m. No consumption of alcoholic products is allowed after

1 a.m.



NOTE: A local authority may be more restrictive.

#### **Employees**

Any employee who sells, serves, dispenses, or handles alcohol must be twenty-one years of age or older.



- Employees may not consume or be under the influence of alcoholic beverages while on duty.
- Employees that sell or serve beer do so under the direction and supervision of the single event permit holder.



• All employees who will be checking IDs at your event will be required to have

completed an approved alcohol server training.

At least one server at each alcohol serving station must also have completed the alcohol server training. Links to the training can be found at abs.utah.gov.

#### **Discounting Practices Prohibited**

- Alcoholic beverages may not be sold at a discount at any time.
- Other discounting practices are prohibited that encourage overconsumption of alcohol such as reduced prices for certain hours of the event, such as "happy hours", "two for ones", free beer, or selling at less than cost.

NOTE: No alcoholic beverages can be included in the event's promotional activities such as auctions, gift baskets, or prize winnings, etc.

#### Consumption on the Premises

- An open container primarily used for drinking purposes and containing alcohol, may not be removed from the premises.
- No "Brown Bagging" Attendees of an event may not bring any alcoholic beverages onto the premises of the event.
- Only the permit holder can bring or remove alcohol from the premises of the event.

## NO OUTSIDE ALCOHOL ALLOWED INTO THE EVENT! NO OPEN CONTAINERS TO LEAVE THE EVENT!

#### Advertising



• Public advertising of the event may refer to the availability of alcohol at the event. However, advertising must comply with the guidelines in Rule R82-1-104.

#### Warning Sign

• Each single event permittee shall display, in a prominent place, a warning sign. A sign will be provided along with your permit, or you can download one from abs.utah.gov.

WARNING DRINKING ALCOHOLIC BEVERAGES DURING PREGNANCY CAN CAUSE BIRTH DEFECTS AND PERMANENT BRAIN DAMAGE FOR THE CHILD CALL THE DEPARTMENT OF HEALTHAT 1-000-022-2220 WITH QUESTIONS OR MORE INFORMATION WARNING DRIVING UNDER THE INFLUENCE OF ALCOHOL OR DRUCS IS A SERIOUS CRIME THAT IS PROSECUTED AGGRESSIVELY IN UTAH

#### **Prohibited Conduct**



- Lewd acts, attire, and sexually-oriented conduct of employees and entertainers that are considered contrary to public welfare and morals are prohibited on the premises.
- Gambling may not engage in or permit any form of gambling on the event premises or anywhere in Utah.
- Illegal drugs or drug paraphernalia An event permittee may not knowingly allow a person on the licensed premises to sell, distribute, possess, or use a controlled substance, or use, deliver, or possess with the intent to deliver drug paraphernalia.

### STILL HAVE QUESTIONS? Please contact us at:

DABS 1625 SOUTH 900 WEST SALT LAKE CITY, UT 801-977-6800 ABS.UTAH.GOV