



## SPECIAL EVENT LIQUOR LICENSE FOR NON-PROFITS CHECKLIST

Name of Non-Profit (applicant) \_\_\_\_\_

Date Received \_\_\_\_\_  
(No later than 90 days prior to event)

Name of Event \_\_\_\_\_

Date(s) of Event \_\_\_\_\_

Date of Public Hearing \_\_\_\_\_

(Held only if sufficient grounds exist to deny the permit  
or if it is a new request for alcohol at an event.  
Set a hearing date at least 10 days before the event.)

Posted Sign on Premises \_\_\_\_\_  
(Posted no later than 10 days before hearing  
OR event if no hearing is required.)

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1. \_\_\_\_\_ SPECIAL EVENT LIQUOR APPLICATION
  2. \_\_\_\_\_ Non-Profit<sup>1</sup> [Certificate of Good Standing](#)
  3. \_\_\_\_\_ Diagram of where alcohol is being served if different than the Event area
  4. \_\_\_\_\_ Copy of Menu-Sandwiches or other food snacks shall be available during all hours of service of malt, spirituous, or vinous liquors, but prepared meals need not be served.
  5. \_\_\_\_\_ Copy of Certification from Certified TIPS Manager
  6. \_\_\_\_\_ A special event permit authorizes the sale of malt, vinous and spirituous only during the hours of seven a.m. of the day specified and until two a.m. of the day immediately following and between the hours of five a.m. of the day specified in a malt beverage permit and until twelve midnight on the same day.
  7. \_\_\_\_\_ CHECK PAYABLE TO TOSV FOR FEES:  
\_\_\_\_\_ \$ 25.00/per day  
\_\_\_\_\_ \$ 10.00/per day (if only serving 3.2 beer)  
\_\_\_\_\_ \$100.00 Application fee (in addition to the per day fee)

Needs to be included in the Special Event Application in OpenGov

\_\_\_\_ **Security Plan-** The Perimeter of the area where alcohol is served must be secure. Once the application is reviewed, there may be other specific security measures.

\_\_\_\_ **Operational Plan-** NOTE in your operational plan the service of **alcohol must end ½ before the scheduled time of the event ending.**

Town Clerks Office:

\_\_\_\_\_ Non-Profit dates of event filed with the State

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<sup>1</sup> A special event liquor permit cannot be assigned, nor may any other person or organization exercise the privileges of said permit, directly or indirectly (e.g. 3<sup>rd</sup> party receiving revenue from alcohol sales under permit).