



Alaska Alcoholic Beverage Control Board

# Form AB-05: Special Events Permit Application

**Eligible Entities:** a nonprofit fraternal, civic, or patriotic organization, active for a period of at least two years before application and incorporated under AS 10.20. The form must be signed by the president and secretary of the CBPL\* registered entity.

**Event Requirements:** Must be a specific occasion.

**Permit Fee:** \$50 per day

**Permit Restrictions:** Only beer and wine may be sold for consumption at the event. All profits from the sale of alcohol must go to the nonprofit entity identified in the application. No more than 5 permits may be granted in a calendar year.

**Additional documents required:** A resolution from the board of directors authorizing the sale of alcohol at this event, signed by the president or secretary and notarized.

\*CBPL is the Alaska Division of Corporations, Business and Professional Licensing where the nonprofit is registered.

## Section 1 – Licensee and Contact Information

Enter information for the organization seeking the permit. *This must match what is listed with CBPL exactly.*

<b>Nonprofit Corporation:</b>		<b>CBPL Entity#:</b>	
<b>AK Formed Date:</b>		<b>Contact Person:</b>	
<b>Contact Email:</b>		<b>Contact Phone:</b>	

## Section 2 – Event Information

Enter information regarding the specific event for which you are seeking a permit.

<b>Event Name:</b>			
<b>Event Description:</b> <i>Include planned activities, expected attendance, and attendee information. Event advertisement may be submitted to supplement your answer.</i>			
<b>Full Event Address:</b>			
<b>Event Date(s):</b>		<b>Event Time:</b>	to

Yes No

1. Is this event going to take place on school grounds? (This includes the grounds of a university.)

**If “Yes”, you must attach authorization from the school for the service of alcohol during the event at the proposed location.**

2. Are you in the process of applying for a liquor license for the event location?

3. Is this event going to take place on the licensed premises of an existing liquor license?

**If “Yes”, please provide the license number and the reason the existing license is not being exercised for this event:**





Section 5 – Declarations and Approvals

Read each line below, and then initial in the box to the right of each statement:

Initials

I certify that this nonprofit organization has been active and incorporated under AS 10.20 for a period of at least two years before this application, and that all profits derived from the sale of beer or wine are paid to the organization and not to an individual.

I have attached a certified copy of the resolution of the board of directors authorizing this application.

I certify that I will comply with the information provided on this application and with all statutes, ordinances, and regulations pertaining to the possession and sale of alcoholic beverages, and I understand that violation of any of these laws is grounds for denial of any future permit applications.

I certify that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any permit issued.

As an applicant for a special events permit, I declare under penalty of perjury that this application, including all accompanying schedules and statements, is true, correct, and complete.

Signature of president of organization

Signature of Notary Public

Printed name of president of organization\*

Notary Public in and for the State of \_\_\_\_\_.

My commission expires: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signature of secretary of organization

Signature of Notary Public

Printed name of secretary of organization\*

Notary Public in and for the State of \_\_\_\_\_.

My commission expires: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\*The officials signing must be the officials listed in the Corporations, Business and Professional Licensing database where the nonprofit is registered.

Law Enforcement Review (must be obtained before the permit application is submitted to AMCO):

Signature of local law enforcement

Badge number

Approved

Denied

Printed name of local law enforcement

Date



# Form AB-05: Special Events Permit Application

---

**AMCO Review:**

---

\_\_\_\_\_  
Signature of AMCO reviewer

\_\_\_\_\_  
Date

Approved

Denied

\_\_\_\_\_  
Printed Name of AMCO reviewer

\_\_\_\_\_  
Title of AMCO reviewer

**AMCO Comments:**



THE STATE  
*of* **ALASKA**  
GOVERNOR MIKE DUNLEAVY

## Department of Commerce, Community, and Economic Development

Alcohol and Marijuana Control Office

550 West 7<sup>th</sup> Avenue, Suite 1600  
Anchorage, AK 99501  
Main: 907.269.0350

### COVID-19 Health and Safety Acknowledgement

By my signature below, I affirm that I have read the guidelines for large social gatherings posted on AMCO's website in conjunction with this application and agree to abide by its terms as applicable to the event I am hosting.

Failure to do so may result in additional investigation or actions by this office or the board on future applications.

---

Signature of Licensee

Date

---

Printed Name