



## Alaska Alcoholic Beverage Control Board Nonprofit Organization Event Permit Application

**Eligible License Types:** A Nonprofit fraternal, civic, professional, or patriotic organization, incorporated under AS 10.20, active for a period of at least two years. **AS 04.09.650 (b). Permit Fee:** \$100 for the first two days and \$50 for each additional day.

**Event Requirements:** Only brewed beverages and wine may be sold for consumption at the event. Per **AS 04.09.650 (e)** all profits from the sale of alcohol must go to the nonprofit entity identified in the application and not an individual. Per **AS 04.09.600**, every person who will serve or sell alcohol or check identification of a patron during a permitted event **MUST** have completed an alcohol server education course under **AS 04.21.025** before the first day of the permitted event.

**Permit Restrictions:** The permit may only be issued for designated premises for a specific occasion and for a limited period. The director may NOT issue more than five Nonprofit Organization Event Permits to Nonprofit in a calendar year. **AS 04.09.650 (d)**

**Additional Documents Required:** Per **AS 04.09.650 (c), (1) and (2)** A signed copy of a resolution adopted by the board of directors or a copy of the minutes from a board meeting of the Nonprofit Organization authorizing the application, and a sworn affidavit showing the length of time the organization has been in existence shall be submitted with the application. Per **AS 04.09.650 (c)** Application must be signed by two officers of the organization.

### Section 1 – Licensee and Contact Information

Enter information for the business seeking the permit. *This should match the information that AMCO has on file for this license.*

<b>Entity Name:</b>		<b>Entity #:</b>	
<b>Entity Type:</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>	

*\*If the event is outside the community in which your license is located, additional information may be required.*

<b>Event Date(s):</b>		<b>Event Time:</b>	AM / PM to	AM / PM
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The licensee, or a specified employee or agent of the licensee, must be present on the catered premises during all permit hours.

Please provide the following information for the licensee, employee, or agent who will be present:

<b>Person Present:</b>		<b>Title:</b>	
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- |                                                                                                                                                                                                                                              |                          |                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
|                                                                                                                                                                                                                                              | <b>Yes</b>               | <b>No</b>                |
| 1. Is this event going to take place on school grounds? (This includes the grounds of a university.)<br>If "Yes", you must attach authorization from the school for the service of alcohol during the event at the at the proposed location. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are you in the process of applying for a liquor license for the event location?                                                                                                                                                           | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Is this event going to take place on the <u>licensed premises</u> of an existing liquor license?                                                                                                                                          | <input type="checkbox"/> | <input type="checkbox"/> |

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

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



### Section 3 – Detailed Premises Diagram

- Attach a diagram, no larger than 8 1/2"x11" of the layout (such as a detailed drawings of the entire event space) showing all:
- You must use a solid, contiguous **red** line to outline the outer perimeter of your premises with no breaks or separations.
- The red outline is required to follow a physical barrier (wall, fence and even across doorways)
- Each area should be clearly labeled in any color other than red where alcohol is: Specify alcohol storage, label the bar or where alcohol will be served/sold; manufactured, consumed.
- Your drawing **MUST** include: Dimensions in feet, not square feet, of all exterior walls and major interior walls (we do not accept diagrams drawn to scale. Include cross-streets, a north arrow, and any significant geographical features. Points of reference, such as a compass showing North. All entrances, exits, walls, bars, and fixtures.
- If your premises include multiple floors, please include a separate diagram of each floor. You must identify the stairs between each floor, and each hallway/corridor that leads to each set of stairs.
- **Any permit applications that include outdoor space** are required to submit a security plan that includes information about the barriers, practices, and personnel that are to be used to ensure that alcohol is not introduced or removed from the permitted premises and to prevent the access of alcohol by a minor during the permitted event. A security plan may be requested for other proposed locations on a case-by-case basis.

### Section 4 – Servers

Per AS 04.09.600, every person who will serve or sell alcohol or check identification of a patron during a permitted event **MUST** have completed an alcohol server education course under AS 04.21.025 before the first day of the permitted event.

Enter ALL information for ALL servers at the event. Additional copies of this page may be included. *Individuals who do not provide complete information may not be accepted as servers; the application may be returned for correction.*

Name	Date of Birth	Driver License #	Alcohol Server Card Expiration Date



**Section 5 – Attestations and Approvals**

Read each line below, and then sign your initials 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 wine are paid to the organization and not to an individual.

I certify that I will comply with all statutes, ordinances, and regulations pertaining to the possession and sale of alcoholic beverages (including all restrictions and prohibitions under AS 04.09.650), and I understand that violation of any of these laws is grounds for suspension or revocation of my club license and/or denial of any future permit applications.

I have attached a certified copy of the resolution with the board of directors or a copy of the minutes from a board meeting and a sworn affidavit showing the length of time the organization has been in existence authorizing this application.

I certify that the individuals serving alcohol have completed alcohol server training as required under AS 04.21.025 before the first day of the permitted event.

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

\_\_\_\_\_  
Signature of Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name of Officer

\_\_\_\_\_  
Signature of Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name of Officer

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

Approved

Denied

\_\_\_\_\_  
Signature of local law enforcement

\_\_\_\_\_  
Badge number

\_\_\_\_\_  
Printed name of local law enforcement

\_\_\_\_\_  
Date



Alaska Alcoholic Beverage Control Board  
**Nonprofit Organization Event Permit**

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**AMCO Review:**

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

\_\_\_\_\_  
Date

Approved

Denied

\_\_\_\_\_  
Printed name of AMCO reviewer

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

**AMCO Comments:**

Permits Granted: \_\_\_ of 5 for 20\_\_\_ Permit Number: \_\_\_\_\_