



Alaska Alcoholic Beverage Control Board

Temporary De-designation of Licensed Premises Permit Application and Certification under 3 AAC 305.655(e)

Eligible License Types: Holders of a retail license for onsite consumption.

Permit Fee: \$50 Application Fee. \$50 Certification under 3 AAC 305.655(e) Fee. (\$100 total)

Instructions: **Before** submitting this permit application and certification form to AMCO, the applicant must secure, on this form, the signature of its local governing body or its local law enforcement with jurisdiction that the licensed premises is suitable for applying a de-designation permit under 305.655(e). After the certification signature of approval, the applicant must then secure the signature of the local law enforcement with jurisdiction to show that local law enforcement has received notice of the event. The applicant will need to submit a detailed premises diagram showing the proposed de-designated area and provide a written security plan to keep unaccompanied minors separated from the designated licensed premises.

Upon AMCO approval, during the event, the applicant must conspicuously post this approved complete application form with required attachments (premises diagram and security plan) and the permit at the main entrance to the licensed premises during the time the permit is exercised.

The granting of this application allows the holder of the below named alcoholic beverage retail license for onsite consumption to apply for a DE-DESIGNATION PERMIT under 3 AAC 305.665. Approval of this permit will allow the holder of a license to temporarily utilize the licensed premises or a portion of the licensed premises for purposes of persons under 21 years of age to be present during certain times for events held on the licensed premises. Alcoholic beverages may not be sold, served, or consumed on the licensed premises during the period beginning two hours before and ending one hour after the times identified in the permit during which underage persons are on the premises. A permit may not be exercised during hours of closure under AS 04.16.010.

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.*

Licensee Name:		License #:	
Doing Business As:		License Type:	
Contact Person:		Alt. Contact Person:	
Contact Email:		Contact Phone:	
Local Government			

Section 2 – Event Information

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

Event Name:	
Event Description: <i>Include planned activities, expected attendance, and attendee information. Event advertisement may be submitted to supplement your answer.</i>	
Full Premises Address*:	

Event Date(s): No more than 3 consecutive days		Event Time:	AM/PM to AM/PM
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The licensee, or a specified employee or agent of the licensee, shall be always present on the licensed premises during all permit hours.

Person Present:		Title:	
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Section 3 – Detailed Premises Diagram

- Attach a diagram, no larger than 8 1/2" x 11" of the layout (such as a detailed drawings of the entire event space) showing all:
- The diagram must show the current approved licensed premises outlined in red.
- You must use any color, other than red, to outline the area you wish to de-designate.
- Each area should be clearly labeled in any color other than red. If there is alcohol storage, then specify where it is and how it will be secured during the event. You may add this to your security plan.
- 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). Label all entrances, exists, 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.
- If the licensed premises includes outdoor space, ensure you address this in the required security plan.

Section 4 – Security Plan

- Attach a security plan that includes information about how you plan to keep unaccompanied minors separated from the designated licensed premises.

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 I am the current licensee, and that a licensee, employee, or agent will be present at the event during all hours of the permit.

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 suspension or revocation of my liquor license and/or 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.

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.

I certify that I understand the requirements and restrictions of the temporary de-designation of licensed premises permit as set out in 3 AAC 305.655.

Signature of licensee

Date

Printed name of licensee

Section 6 – Certification of Suitability of Premises for De-designation

Local Government or local law enforcement with jurisdiction signature certifying licensed premises is suitable under 3 AAC 305.655 for de-designation. (obtain signature before the permit application notice is sent to local law enforcement and before it is submitted to AMCO):

_____	_____	Approved	Denied
Signature of local government/law enforcement	Title/Badge Number if law enforcement	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____		
Printed name of local government/law enforcement official	Date		

Section 7 – Proof of Notice to Local Law Enforcement

Law Enforcement Notice (obtain signature that notice was given before the permit application is submitted to AMCO):

_____	_____	Approved	Denied
Signature of local law enforcement	Badge number	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____		
Printed name of local law enforcement	Date		

Section 8 – AMCO Review

AMCO Review:

_____	_____	Approved	Denied
Signature of AMCO reviewer	Date	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____		
Printed name of AMCO reviewer	Title of AMCO reviewer		

AMCO Comments:

