



## Special Occasion License, Banquet Permits and Catering Information Sheet

# What is right for your event?

### If you are...

- An individual or business hosting a private event in a public place where alcohol will be provided free of charge to my guests. **You need a Banquet Permit.**
- A registered nonprofit organization that will sell alcohol at an event that is open to the public. **You need a Special Occasion License.**
- A registered nonprofit sponsoring a public event that will hire a private business to sell and serve alcohol, or a private citizen hiring a private business to sell and serve alcohol at an event not open to the public. **You need a Licensed Caterer.**

### Banquet Permit

A banquet permit is required to allow the service and consumption of alcohol at a private, invitation-only event or gathering in a public place or venue.

- Attendance is by invitation only
- May not be advertised to the public, including social media
- Alcohol is provided free of charge, no donations
- Alcohol can be brought to the event by attendees
- Alcohol must be purchased at retail before the event

**Fee: \$10 per day**

#### How to Apply:

Applications are online only at: [lcb.wa.gov](http://lcb.wa.gov)

### Special Occasion License

A special occasion license is required for a registered nonprofit organization to serve alcohol by the drink at an event open to the public.

- For events including fundraisers, festivals, beer gardens, wine tastings, etc.
- A nonprofit may apply for 12 Special Occasion licenses per calendar year
- Proceeds from the sale of alcohol must be retained by the nonprofit organization
- Spirits, beer, and/or wine in original, unopened containers may be sold or auctioned for off-premises consumption with Board approval

**Fee: \$60 per day, per location**

#### How to Apply:

Download an application at [lcb.wa.gov](http://lcb.wa.gov) and mail to the address on the application

#### Timeframe:

Applications must be submitted at least **45 days** before the event. Once received, local authorities have 20 days to approve or object to the application.

### Licensed Caterer

A nonprofit organization that wants to sponsor a public event where liquor will be sold by the drink, but does not want to be responsible for the sale and service of the liquor may hire a licensee with an alcohol catering privilege for the event.

- The licensed caterer must notify Enforcement of any catered events that are open to the public
- **The location cannot be at a licensed premises**

A private business that wishes to sell and serve alcohol for a private event not open to the public also requires a licensed caterer.

### Responsible Alcohol Sales Classes

Are you unsure about how to check identification? Can you identify when a guest has had too much to drink and needs to be cutoff?

Responsible Alcohol Sales classes are conducted every month free of charge. The locations and schedules are posted on our website at [lcb.wa.gov](http://lcb.wa.gov).

**Contact Enforcement for questions: (360) 664-9878**