

### Special Event Liquor Permit/Extension of Premise Liquor Permit

If you plan to serve alcohol beverages at your event, a city issued Special Event or Extension of Premise Liquor Permit may be required. City of Tempe ordinance allows only malt beverages in Tempe parks. If your group is requesting to sell malt or other types of alcohol beverages, you must first get approval from the City of Tempe Special Event Task Force Committee (SETFC).

Anyone selling alcoholic beverages at an event held in or on public property at a Tempe venue must:

- 1) Be eligible to sell alcoholic beverages in the City of Tempe,
- 2) Apply for and be recommended for a Special Event Liquor Permit or Extension of Premise Liquor Permit through the City of Tempe Special Event's Task Force and ultimately from the AZ Department of Liquor License and Control.

### Eligibility

Eligibility for obtaining a Special Event Liquor Permit is determined by A.R.S. 4-203-02. Eligible groups include charitable, religious, fraternal, civic and political organizations. A Special Event Liquor Permit allows a charitable, civic, fraternal, political or religious organization to have alcohol donated to sell and serve spirituous liquor for consumption only on the licensed premises and only for the period authorized on the permit. This is a temporary permit. An applicant must be at least 21 years old and a resident of Arizona to obtain an Alcohol Beverage Permit.

#### *Commercial Organization Requirements:*

All commercial organizations partnering with a charity or non-profit organization to serve/sell alcohol beverages must provide a letter from the charity stating the following:

- A) The eligible organization and their representative agrees to participate as the agent and applicant for the Special Event Liquor Permit and will receive a minimum 25% of the gross proceeds from the sale of alcoholic beverages, as evidenced by a written agreement provided with the application,
- B) Verification that a principal of the charity will be on site during hours when liquor is being served.

### Event Policies for Serving Alcohol

The City of Tempe Special Event Task Force Committee (SETFC) reserves the right to require that the promoter adhere to the following criteria when serving alcohol:

- Any authorized pre-mix beverages being sold/served at an event must be provided by an authorized wholesaler as a pre-packaged and pre-mixed beverage. Under no circumstances will anyone other than the wholesaler be allowed to pre-mix beverages beforehand and/or during the event to serve to customers.
- Beer gardens (with fencing approved by the SETFC) may be required for events that are open to all ages. The purpose of a beer garden would be to allow only customers over age 21 to enter the area.
- Event layout(s) may be modified/altered by the SETFC to prevent potential security issues for new and/or existing events.

If an event would like to deviate from the criteria mentioned above the applicant would be required to submit a written request to the Special Event Task Force Committee for consideration. All requirements and standards will be determined by the Special Events Task Force.

**How to apply for a Liquor License:**

The process for applying for both types of license(s) is the same with the exception of the fee(s) incurred. Listed below is an outline of the procedures to obtain either a Special Event Liquor License or Extension of Premise Liquor License within the City of Tempe.

- 1) A copy of an event’s application for a Special Event and/or Extension of Premises Liquor License and a Certificate of Insurance must be submitted to Special Event office at least **30 days prior** to the event (see Insurance Requirements, Section 10, pages 15 & 16). Include a check to cover the appropriate license fee, made payable to “City of Tempe”. *See chart below for appropriate fee(s).*
- 2) Once application is submitted, a Special Event representative will schedule you to attend a SETFC meeting. SETFC meetings are held every other Tuesday afternoon at 1:00p.m., 3500 S. Rural Road, 2<sup>nd</sup> Floor in Library Boardroom.
- 3) At SETFC meeting, either the committee will recommend approval or disapproval of the application. If approved, the applicant is responsible to hand carry the application to the AZ Department of Liquor for approval before the scheduled event date.
- 4) AZ Department of Liquor will either approve or disapprove the application. If approved, AZ Department of Liquor will issue an AZ Alcohol License. Applicant must fax (480-350-5184) or hand deliver a copy of this license to the City of Tempe Special Events office.
- 5) Upon receiving the AZ Alcohol License, the Special Events office will then issue the applicant a “City of Tempe Special Event Liquor Permit” and if applicable an “Outdoor Permit” from the City of Tempe.

**Special Event Liquor License Fees**

City of Tempe Application fee.....	\$25 (non-refundable)
City of Tempe License fee.....	\$25 per day
Extension of Premise Liquor License Fee.....	\$35

\*\*Payment may be made by check, cash or credit card. Checks must be made payable to “City of Tempe”.

For applications and further information contact:

**City:**  
 Special Events Office  
 3500 S. Rural Road, 2<sup>nd</sup> Floor, Public Library  
 Tempe, AZ 85282  
 Jodie Garth 480-350-5180  
 jodie\_garth@tempe.gov

**State:**  
 AZ Department of Liquor License & Control  
 800 W. Washington, 5<sup>th</sup> Floor  
 Phoenix, AZ 85007-5141  
 Phone: 602-542-5141  
 www.azliquor.gov/forms