

BUSINESS SERVICES

Telephone (480) 312-2400

Fax (480) 312-4806

Web www.ScottsdaleAZ.gov/licenses



SUBMIT APPLICATION TO:
BUSINESS SERVICES
7447 E. Indian School Road, Ste. 110
Scottsdale, AZ 85251

Fee(s) _____

Special Event Liquor
License Number

Non-profit
Registration Number

City of Scottsdale SPECIAL EVENT SPIRITUOUS LIQUOR PERMIT APPLICATION

This application must be submitted a minimum of 20 days in advance of the first date of the event.

NOTE: ACCURACY IS IMPORTANT. PLEASE TYPE OR PRINT IN BLACK INK

TO APPLICANT: The Arizona Department of Liquor Licenses & Control Application for Special Event License must be submitted with this application. The City of Scottsdale must approve the State of Arizona Liquor License application and sign the approval section on the application in order for you to obtain a special event liquor license. Application fees are non-refundable and incomplete applications will not be processed. Check all your answers for accuracy. Errors or omissions may delay the processing of your application. If questions are not applicable to you or your business, enter "N/A" as a response.

License fee: \$25.00 x _____ (number of days) = _____ **Total amount due.** Make checks payable to: City of Scottsdale

SECTION 1 ORGANIZATION INFORMATION

1. Name of Organization: _____
2. Type of Organization (check one box):
 Charitable Civic Fraternal Political Party / Campaign Committee Religious
3. Non-profit / I.R.S Tax Exempt Number: _____ 4. Arizona Incorporation Date: _____
5. Organization's Complete Address: _____
6. Organization's Complete Mailing Address: _____
7. Organizations Telephone Number(s): (____) _____ - _____ Other Telephone Number: (____) _____ - _____
 Email Address: _____

SECTION 2 SPECIAL EVENT INFORMATION

1. Event Name: _____
2. Event Address/location: _____
3. Total Expected Attendance: _____ 4. Name of Event Location (if any): _____
5. Event Dates and Times: _____
6. Purpose of the Event: _____

7. Name and number of the person to call when license is ready: _____ (____) _____

8. Advertised by (check all that apply):

Invitation Television Newspaper Radio Magazine Internet Other _____

9. Is the event being held on property owned by the City of Scottsdale? YES NO If NO, go to question 10.

If YES, Commercial General Liability and Liquor Liability Insurance naming the City of Scottsdale as additional insured is required. A COPY OF THE CERTIFICATE OF INSURANCE EVIDENCING THIS COVERAGE MUST BE ATTACHED TO THIS APPLICATION. The City of Scottsdale Risk Management Division must approve your Certificate of Insurance before you are issued your Special Event Liquor License. Required coverage and limits will be at the discretion of the Risk Management Division depending on the size and scope of the event. If you have questions regarding insurance coverage contact Risk Management at (480) 312-2490.

Insurance requirements for a Special Event Liquor License:

- a. On City of Scottsdale owned property requires liquor liability coverage in the amount of \$1 million to \$5 million each Common Cause, \$1 million to \$5 million Annual Aggregate, depending on the event.
- b. At any City of Scottsdale owned building that is walled and fenced with controlled access, e.g. Community Design Studio, requires liquor liability coverage in the amount of \$1 million each Common Cause, \$1 million Annual Aggregate.
- c. On any City of Scottsdale owned parking lot, park, open-air structure, streets (public), sidewalks, or public right-of-way requires liquor liability coverage in the amount of \$5 million each Common Cause, \$5 million Annual Aggregate.

NOTE: The Scottsdale Cultural Council, Scottsdale Stadium, and WestWorld have an existing liquor license and such license must be suspended by written agreement for the event area during the event times.

10. A Special Event Permit may be required by the City of Scottsdale for your event in addition to the Special Event Liquor License. An event that may impact the community in terms of noise, increased traffic congestion, security concerns, and/or road closures may be required to obtain a Special Event Permit. The Special Event Permit is issued by the Development Services Department and the application for a Special Event Permit must be submitted at least 30 days before the first day of the event. Additional permits, such as an encroachment permit for activities in the public right-of-way, may also be required. Please call (480) 312-7177 for information regarding a Special Event Permit or an Encroachment Permit.

Have you applied for a Special Event Permit from the City of Scottsdale? YES NO

11. Will you be using a dirt lot for parking during your event? YES NO If yes, contact Tourism & Events at (480) 312-7177.

12. Is your entire event contained inside the event venue? YES NO

SECTION 3 SPECIAL EVENT LIQUOR LICENSE INFORMATION

1. Type of Special Event Liquor License Requested (Must check one):

- For the sale of liquor for consumption on the event premises.** The organization applying for the license must receive at least 25% of the gross revenues of the special event sales AND may be supported by a contract or agreement between the parties.
- For the charitable auction of liquor for consumption off the event premises.** Bottled liquor is not to be opened and consumed on the premises.

Per ARS 4-203.02, 4-244, 4-261; Rule R19-1-214, R19-1-244, R19-1-250.

2. Has the applicant or organization ever had a liquor license revoked or denied? YES NO

If YES, please provide explanation: _____

Special Event Liquor License Floor Plan Requirements

For

Scottsdale Fire Department

Provide a floor plan of the venue that includes the following items:

1. Please show the general arrangement of items inside the structure, i.e. tables, bars, stages, and displays.
2. Please indicate where EXIT doors to the outside are and any other doors that exit out of venue but into another building.
3. If venue is outdoors please provide fencing type, height and location.
4. Please provide the dimensions of the venue (Length and Width)
5. Explain the use and materials of any decorations added to the venue.

SAMPLE

