



Customer Service Division

Office Locations:

7447 E. Indian School Road, Suite 110
Scottsdale, AZ 85251

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Scottsdale, AZ 85258

Telephone: (480) 312-2400

SPECIAL EVENT LIQUOR LICENSE REQUIREMENTS

(\$25.00*FEE PER DAY; CANNOT EXCEED 10 DAYS PER YEAR; PER ORGANIZATION)

Be sure to read your Alcoholic Beverages (Liquor License) and the Charitable Solicitations ordinance booklets provided by the City of Scottsdale, Tax and License Registration office, **prior** to application.

1. Application must be made 20 days prior to the date for which the special event license is sought.
2. The applicant must be a non-profit organization (Charitable, Civic, Religious, Fraternal, or Political).
3. If the event is taking place on City of Scottsdale property, the applicant must provide a liquor liability insurance policy with the City of Scottsdale as the certificate holder. The insurance amount will be determined at time of application.
4. If there is an existing liquor license at the location, than the current liquor license holder must provide a letter suspending the license for the time of the event.
5. The applicant must submit a completed State of Arizona application. The State application must be notarized.
6. When all departmental recommendations are received and final approvals given the applicant will be call to pick up the signed state application to submit to the state.

5/17/02