Creating a Successful Non-Profit Event
Special Occasion Licenses
Banquet Permits
Caterers
Raffles

Special Occasion License

Allows a group to sell or serve alcohol to raise funds for their non-profit organization a maximum of 12 times per year.

Examples of events include fundraising dinners, gala events, auctions, and wine tastings.

The group must be organized and operated for charitable, religious, social, political, educational, civic, fraternal, athletic, or benevolent purposes.
How to apply

- Cost: $60 per day, per location.
- Applications are available:
  - The WSLCB website at www.liq.gov
  - By calling the WSLCB at (360) 664-1600.
- Mail your completed application and fee 45 days before your event to:
  Washington State Liquor Control Board
  P.O. Box 43085
  Olympia, WA 98504-3085

Local Authority Notification

- The WSLCB is required to notify the city or county authority (i.e. mayor) of the date, time, and location of your event.
- The local authority has 20 days to respond with an approval or objection to your application.
Proceeds from Liquor Sales

• All proceeds from the sale of liquor must go directly back into the non-profit organization.

• The proceeds may not be paid directly or indirectly to members, officers, or trustees of the organization.

• The organization may compensate members, officers, or trustees for services they perform at the event at the prevailing market rate.

Non Profit Events

Working with Promoters – Non-profits may have a third-party person promote their event.

- Promoters are considered employees of the non-profit
- the non-profit is responsible for what the promoter does.
- Alcohol distributors/or manufactures may not give funds directly or indirectly to the non-profit liquor license holder.
- Promoters may not accept sponsorship dollars for the non-profit liquor license holder.

- Promoters may not accept alcohol product.
Public and Civic Events

- There are two types of events:
  - A Non-Profit event
    - This event is organized and developed solely by the non-profit.
    - The non-profit obtains the proceeds of entire event
  - Event Coordinator- event is introduced and developed by an Event Coordinator
    - Any individual or organization may organize a public event
    - A Non-profit may be invited to be present as a special occasion licensee, all proceeds from the sale of alcohol are retained by the non-profit
- Industry members (alcohol manufacturers and distributors) may sponsor public and civic events. Event Coordinators may not sponsor alcohol related activities such as beer gardens
- Industry members may NOT sponsor an event held by the non-profit if that non-profit holds a special occasion liquor license
- Industry members may provide signage, programs, and brand advertising to a special occasion licensee
- See WAC 314-52-130 for additional rules

Alcohol at the Event

- Alcohol must be purchased from a Washington State licensed retailer, distributor, or manufacturer.
- You may not advertise or sell beer, wine, or spirits below cost.
- You may not make awards or gifts of alcohol.
- If the event is held at a liquor-licensed location, the licensee may not sell or serve their liquor in the same room to event guests (we don’t allow two licenses at the one location).
Beer, Wine & Spirits

- Alcohol may be purchased from:
  - any licensed retailer, distributor, manufacturer (winery, brewery, in-state distillery)

- Alcohol may be donated by a winery, brewery or distillery if your organization is registered as a “501 (C) 3” or a “501 (C) 6”, and only operating under a Special Occasion License.

- In-state Distilleries may donate spirits to a 501 C-3 or 501 C-6

Off Premises Sales

- Special Occasion Licensees may sell beer, wine and spirits by the individual bottle for off – premises consumption.

- Off-premises sales and live auctions must be in conjunction with on-premises beverage sales.

- Silent auctions do not require on-premises sales.
# Goods or Services

Manufacturers or distributors may not provide goods, services or money to special occasion licensees, except for:

- Draft beer or wine dispensing equipment.
- Advertising services (3rd party).
- Wineries and distilleries may pour at special occasion events.
- Breweries may only pour at beer tasting exhibitions or beer judging events.
- Distributors may never pour at events.

# Banquet Permits

A banquet permit allows the service and consumption of liquor at a private, invitation-only banquet or gathering held in a public place or business. The events may not be advertised to the public.
Banquet Permits

• Cost: $10
• The permit must be completed and purchased on-line at: http://www.liq.wa.gov/licensing/banquet-permits
• The liquor must be provided free of charge, or brought by individuals attending the event. No separate or additional charge may be made for liquor, and donations cannot be accepted.

Banquet Permits

• Liquor must be purchased from a retail store at full retail price.
• Package deals are allowed under certain circumstances.
• You must obtain any required permits from local authorities when you host an event in a public place.
• Banquet permits may not be required for certain events.
• Rental facilities or halls may require a banquet permit.
• If you accidently purchase, or your banquet permit event gets cancelled, there are no refunds given.

• Questions? Contact Customer Service at
• 360-664-1600
Catering Endorsement

• Allows a liquor licensed restaurant to bring their liquor to your event to sell or serve to your guests.

• These events are private, unless a nonprofit is sponsoring the event.

• If the nonprofit hires a caterer the event is under the catering license and a Special Occasion is not needed.

• See RCW 66.24.375 for additional rules

Non-liquor Licensed Caterers

These caterers may serve alcohol at private events.

• If a banquet permit is obtained, it must be purchased by the host.

• No “third-party” sales though the caterer.

• Any remaining alcohol must be returned to the host at the end of the event.
Raffles and Alcohol

- A raffle permit issued by the LCB allows a bona fide nonprofit organization to raffle liquor to its members at a specified date and place.
- Cost: $10 for a single event or $25 for an annual permit
- Application available online or by calling (360) 664-1616
- Return application and fee 30 days before the event
- Available to bona fide nonprofit organizations
- Allows the raffle of bottles of liquor or baskets that include liquor
- Tickets may only be sold to members of the nonprofit organization
- Organizations may not sell more than $5,000 worth of raffle tickets in a calendar year (contact the Washington State Gambling Commission for more information, 360-486-3440)
- Alcohol must either be purchased at retail price or donated by a private citizen

Public Safety

- Liquor may not be sold, served, or supplied to anyone under 21 years of age.
- Intoxicated persons may not consume, possess, or purchase liquor.
- Disorderly conduct is not allowed.
- No sales, service or consumption between 2 a.m. and 6 a.m.
- Mandatory Alcohol Server Training (MAST) Permits are not required, but encouraged under Special Occasions or Banquet Permits.

Learn more about free Responsible Liquor Service Training at your local WSLCB enforcement office and other alcohol awareness resources at www.liq.wa.gov.
Public Safety Laws

- You, as the special occasion liquor license holder, are responsible for the conduct of your patrons.
- Public safety violations can be criminally and administratively levied against the license holder.
- Sale of alcohol to a minor is punishable by a $5,000 fine and/or a year in jail (maximum).
- Overservice, lewd conduct or disorderly conduct carry similar fines and penalties.
- Liquor officers, and state and local police have the right to inspect your premises.

Questions and Answers
Thank you...
we wish you success!