

# Special Event Liquor License Application Attachment B

Licensing Office  
55 North Center Street  
**Mailing Address:**  
PO Box 1466  
Mesa, Arizona 85211-1466  
480-644-2316 Telephone  
480-644-3999 Fax  
www.mesaaz.gov



**If you intend to serve alcohol at your special event, you will need to obtain a Special Event Liquor License or an Extension of Premises from the City of Mesa Licensing Office. This must be submitted at least 60 days prior to the event. A license is required with special provisions outlined. Plan a minimum of 60 days to complete this process.**

Check all that apply:

- Free/Host Alcohol       Alcohol Sales       Host and Sale Alcohol  
 Beer                       Beer and Wine       Beer, Wine and Distilled Spirits

Do you plan to secure a:

**Special Event Liquor License** - The Special Event Liquor License fee is \$27 (\$25 City of Mesa licensing fee and \$2 tech fee) and must be approved by the City Council. After city approval, your application must be submitted to, and approved by, the State of Arizona. There are fees involved at the State. This license can only be obtained by a non-profit organization, 501(C). (Complete the [State of Arizona Special Event Liquor Application](#) and site plan and submit it with this Attachment B.)

**Extension of Premises License** - There is no fee involved with the Extension of Premises. This is allowed when a liquor license is already in effect and you want to extend the area where liquor is sold. (Complete the [State of Arizona Extension of Premises Application](#) and site plan and submit it with this Attachment B.)

If this is an Extension of Premises, are there any other activities taking place except for the sale of liquor in the extended area? No  Yes  Type of activities taking place: \_\_\_\_\_

Please describe your security plan to ensure the safe sale or distribution of alcohol at your event \_\_\_\_\_

**If applying for a Special Event Liquor License the following must be provided:**

Charity's or Organization's Name \_\_\_\_\_ 501 (C)# \_\_\_\_\_

Name of Contact at Charity/Organization \_\_\_\_\_ Title with Organization \_\_\_\_\_ Phone Number \_\_\_\_\_

On-Site Agent Responsible for Liquor \_\_\_\_\_

How will attendees over the age of 21 be identified? \_\_\_\_\_

What controls will be used to keep attendees under the age of 21 from obtaining alcohol at the event? \_\_\_\_\_

Will food be served? Yes  No  If yes, what type of food will be served \_\_\_\_\_

Seating capacity of designated area: # \_\_\_\_\_

**SPECIAL EVENT PREMISES DIAGRAM**  
This diagram **MUST** be submitted with Attachment B

Required information: Dimensions, serving areas, enclosure/barrier type and height (labeled), and security positions. Indicate the nearest cross streets, highway or road, if the location does not have an address. **Providing all the required information will ensure prompt application processing.** The same diagram can be submitted with both the City and State application.

A "bird's eye view" may replace the Special Event Premises Diagram. Please include all the above-required information. Visit the following link for an example <http://goo.gl/maps/J78rb>

