



Licensing Office
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 Mesa, Arizona 85211-1466
 480-644-2316 Telephone
 480-644-3999 Fax
 mesaaz.gov/business/licensing

SPECIAL EVENT AND EXTENSION OF PREMISES INFORMATION SHEET

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

Check all that apply:

- | | |
|--|---|
| <input type="checkbox"/> Free/Host Alcohol | <input type="checkbox"/> Beer |
| <input type="checkbox"/> Alcohol Sales | <input type="checkbox"/> Beer and Wine |
| <input type="checkbox"/> Host and Sale Alcohol | <input type="checkbox"/> Beer, Wine and Distilled Spirits |

Do you plan to secure a:

Special Event Liquor License - The Special Event Liquor License fee is \$25 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. A non-profit association must obtain this license. (Complete attached State of Arizona Special Event Liquor Application and site plan.)

OR

Extension of Premises License - There is no fee involved with the Extension of Premises. This is allowed when a liquor license is already in affect and you want to extend the area where liquor is sold. (Complete attached State of Arizona Extension of Premises Application and site plan.)

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)(3)# _____

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: # _____