



## Special Event Liquor License Application

Any person qualified to apply for a special event liquor license pursuant to ARIZ. REV. STAT. § 4-203.02-B shall make application to the City. This form shall be completed and submitted to the City Clerk at least 21 days prior to the special event and must be accompanied by the Arizona Department of Liquor Licenses and Control's Application for Special Event License. The Avondale City Council will review the application and forward it along with its recommendation to the State.

**The City Council may consider the following factors to determine approval or disapproval of the special event liquor license application:**

1. Whether the event will be open to the public.
2. Criminal history of the applicant.
3. Nature of the event.
4. Security measures taken by the applicant.
5. Type of alcohol that will be sold at the event.
6. How the alcohol will be served.
7. Whether the promoter of the event has obtained a special event liquor license in the City of Avondale within the last three years that created neighborhood disturbances.
8. Potential for problems in the neighborhood of the proposed event in terms of noise, hours and time(s) of the event.
9. Length of the event.
10. Sanitary facilities available to the participants.
11. Whether the zoning is proper.
12. Anticipated number of attendees.
13. The nature of the sound amplification systems.
14. Whether traffic control measures will be taken.

**GENERAL INFORMATION** – Applicant must be a member of the qualifying organization and authorized to submit the application

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**Name of Event**

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**Date of Event**

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**Nature of Event** (carnival, dinner, dance, concert, etc.)

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**Name of Venue**

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**Location Address**

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**Phone Number**

(     )  
**Fax Number**

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**Name of applicant** (Must be on site during the event)

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**E-Mail Address**

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**Sponsoring Organization**

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**Type of Organization**

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**501-C-3#**

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**Name of contact at Sponsoring Organization**

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**Phone Number**



Describe methods that will be used to identify attendees under the age of 21 and ensure they are not served alcohol?

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

\_\_\_\_\_ Security will be used for the event and clear signals will be used to prevent access.

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Will more than 50% of the event's gross revenues be derived from alcohol sales?  Yes  No

Type of alcohol to be served: \_\_\_\_\_ Beer \_\_\_\_\_ Wine \_\_\_\_\_ Spirituous Liquor

How will the alcohol be served?

\_\_\_\_\_ glasses \_\_\_\_\_ bottles \_\_\_\_\_ plastic containers \_\_\_\_\_ disposable cups \_\_\_\_\_ cans

How will alcohol be obtained? \_\_\_\_\_

Has the applicant been convicted of a felony in the past five years?  Yes  No

If yes, please provide a detailed explanation including dates, nature, location and disposition.

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Has the Applicant/Organization ever had a liquor license or event permit denied, revoked or suspended?

Yes  No If yes, please explain:

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Has a similar event been held in the City of Avondale in the last three years and if so, has it created any neighborhood disturbances?  Yes  No

If yes, please give specific information including event, dates and nature of disturbance.

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Will there be sound amplification? What type of sound system will be used?

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## EVENT SECURITY

Off-Duty Avondale Police Officers shall be hired to provide security at the event in a number to be determined by the City.

## FEES

The fee for a Special Event Liquor License is \$25.00 per event day and must accompany this application - this is in addition to the State's fee.

## CERTIFICATION

I hereby certify that I am the applicant filing this application as listed in Section 1 and the statements made in this application are true and complete to the best of my knowledge, and that I am authorized to execute the application. Intentional omissions or falsification of information is sufficient grounds for denial of the application and subsequent revocation of the permit. I agree to indemnify the City and its respective officers, agents and employees from any and all losses, claims liabilities, damages, costs, and expenses, including reasonable attorney's fees and court costs, resulting from the conduct of the applicant, sponsor or promoter, their employees, suppliers, vendors or agents, or any of their guests, invitees or licensees with regard to the event applied for. I agree to indemnify the City and its respective officers, agents and employees from any and all losses, claims, liabilities, damages, costs and expenses, including reasonable attorney's fees and court costs, resulting from any facility, park or lake closure due to inclement weather, an issued warning or other emergency situation. In such an instance, I understand that all event participants must follow the City's guidelines and procedures for lake/facility evacuation and that this event is being held inside the City limits and all City rules and regulations apply. I also understand that the City reserves the right to determine that park facilities are unusable as a result of inclement weather.

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Applicant's Signature

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Date

**Please submit application to:  
City Clerk's Department  
11465 W. Civic Center Drive, Suite 200  
Avondale, Arizona 85323**



# Special Event Liquor License Application

## ADDENDUM

Please provide the information requested below. This information is being requested in order to process the application and will be used only for the purpose of conducting a background investigation of the applicant.

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**Name of Event**

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**Date of Event**

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**Name of applicant** (Must be on site during the event)

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**Social Security Number**

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**Driver License Number**

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**Date of Birth**

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Applicant's Signature

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Date



**SECTION 10**

- Has the applicant been convicted of a felony, or had a liquor license revoked within the last five (5) years?  
 Yes  No (If yes, attach explanation.)
- How many special event licenses have been issued to this location this year? \_\_\_\_\_  
 (The number cannot exceed 12 events per year; exceptions under A.R.S. §4-203.02(D).)
- Is the organization using the services of a promoter or other person to manage the event?  Yes  No  
 (If yes, attach a copy of the agreement.)
- List all people and organizations who will receive the proceeds. Account for 100% of the proceeds. The organization applying must receive 25% of the gross revenues of the special event liquor sales. Attach an additional page if necessary.

Name \_\_\_\_\_ Percentage: \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Name \_\_\_\_\_ Percentage: \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

5. Please read A.R.S. § 4-203.02 Special event license; rules and R19-1-205 Requirements for a Special Event License.

**Note: ALL ALCOHOLIC BEVERAGE SALES MUST BE FOR CONSUMPTION AT THE EVENT SITE ONLY.**

**"NO ALCOHOLIC BEVERAGES SHALL LEAVE SPECIAL EVENT UNLESS THEY ARE IN AUCTION SEALED CONTAINERS OR THE SPECIAL EVENT LICENSE IS STACKED WITH WINE /CRAFT DISTILLERY FESTIVAL LICENSE"**

6. What type of security and control measures will you take to prevent violations of liquor laws at this event?  
 (List type and number of police/security personnel and type of fencing or control barriers, if applicable.)

\_\_\_\_\_ Number of Police \_\_\_\_\_ Number of Security Personnel  Fencing  Barriers

Explanation: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**SECTION 11** Date(s) and Hours of Event. May not exceed 10 consecutive days.  
 See A.R.S. § 4-244(15) and (17) for legal hours of service.

	Date	Day of Week	Event Start Time AM/PM	License End Time AM/PM
DAY 1:	_____	_____	_____	_____
DAY 2:	_____	_____	_____	_____
DAY 3:	_____	_____	_____	_____
DAY 4:	_____	_____	_____	_____
DAY 5:	_____	_____	_____	_____
DAY 6:	_____	_____	_____	_____
DAY 7:	_____	_____	_____	_____
DAY 8:	_____	_____	_____	_____
DAY 9:	_____	_____	_____	_____
DAY 10:	_____	_____	_____	_____

**SECTION 12** License premises diagram. The licensed premises for your special event is the area in which you are authorized to sell, dispense or serve alcoholic beverages under the provisions of your license. The following space is to be used to prepare a diagram of your special event licensed premises. Please show dimensions, serving areas, fencing, barricades, or other control measures and security position.

N↑

**SECTION 13** To be completed only by an Officer, Director or Chairperson of the organization named in Section 1.

I, \_\_\_\_\_ declare that I am an OFFICER, DIRECTOR, or CHAIRPERSON  
(Print Full Name)  
appointing the applicant listed in Section 9, to apply on behalf of the foregoing organization for a Special Event  
Liquor License.

X \_\_\_\_\_  
(Signature) Title/ Position Date Phone #

The foregoing instrument was acknowledged before me this \_\_\_\_\_  
Day Month Year  
State \_\_\_\_\_ County of \_\_\_\_\_

My Commission Expires on: \_\_\_\_\_  
Date Signature of Notary Public

**SECTION 14** This section is to be completed only by the applicant named in Section 9.

I, \_\_\_\_\_ declare that I am the APPLICANT filing this application as  
(Print Full Name)  
listed in Section 9. I have read the application and the contents and all statements are true, correct and  
complete.

X \_\_\_\_\_  
(Signature) Title/ Position Date Phone #

The foregoing instrument was acknowledged before me this \_\_\_\_\_  
Day Month Year  
State \_\_\_\_\_ County of \_\_\_\_\_

My Commission Expires on: \_\_\_\_\_  
Date Signature of Notary Public

Please contact the local governing board for additional application requirements and submission deadlines. Additional  
licensing fees may also be required before approval may be granted. For more information, please contact your local  
jurisdiction: [http://www.azliquor.gov/assets/documents/homepage\\_docs/spec\\_event\\_links.pdf](http://www.azliquor.gov/assets/documents/homepage_docs/spec_event_links.pdf).

**SECTION 15** Local Governing Body Approval Section

I, \_\_\_\_\_ recommend  APPROVAL  DISAPPROVAL  
(Government Official) (Title)  
on behalf of \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
(City, Town, County) Signature Date Phone

FOR DEPARTMENT OF LIQUOR LICENSES AND CONTROL USE ONLY

APPROVAL  DISAPPROVAL BY: \_\_\_\_\_ DATE: \_\_\_\_\_

**A.R.S. § 41-1030. Invalidity of rules not made according to this chapter; prohibited agency action; prohibited acts by state employees; enforcement; notice**

B. An agency shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule or state tribal gaming compact. A general grant of authority in statute does not constitute a basis for imposing a licensing requirement or condition unless a rule is made pursuant to that general grant of authority that specifically authorizes the requirement or condition.

D. THIS SECTION MAY BE ENFORCED IN A PRIVATE CIVIL ACTION AND RELIEF MAY BE AWARDED AGAINST THE STATE. THE COURT MAY AWARD REASONABLE ATTORNEY FEES, DAMAGES AND ALL FEES ASSOCIATED WITH THE LICENSE APPLICATION TO A PARTY THAT PREVAILS IN AN ACTION AGAINST THE STATE FOR A VIOLATION OF THIS SECTION.

E. A STATE EMPLOYEE MAY NOT INTENTIONALLY OR KNOWINGLY VIOLATE THIS SECTION. A VIOLATION OF THIS SECTION IS CAUSE FOR DISCIPLINARY ACTION OR DISMISSAL PURSUANT TO THE AGENCY'S ADOPTED PERSONNEL POLICY.

F. THIS SECTION DOES NOT ABROGATE THE IMMUNITY PROVIDED BY SECTION 12-820.01 OR 12-820.02.