



DEPARTMENT OF ADMINISTRATIVE SERVICES
BUSINESS LICENSING

Single Event Alcohol Permit Application Checklist

It is the goal of the Salt Lake City Business License Office to handle requests for a Temporary Beer Event in a timely manner. In order to do this we will work to help the applicant meet the requirements set by the Utah Department of Alcoholic Beverage Control (DABC).

Applications received 45 Days prior to the event will be reviewed and inspected in time to meet the DABC deadline of 30 days.

Applications received less than 45 Days prior to the event may not be completed in time for the DABC to grant the temporary permit.

Applications received 17 business days or less prior to the event will not be considered.

All Applications must be accompanied by a detailed and scaled floor plan on an 8 ½" by 11" sheet of paper. The floor plan should be very comprehensive with dimensions marked. All control measures should be included on the floor plan/map.

**Applications submitted outside of these guidelines risk non-issuance of a permit.*

Items to include with your application:

- ☐ **Completed Salt Lake City Application for Special Event.** (in packet).
**A complete Application has all of the information requested and supporting documents attached.*
- ☐ **Fee payment** (check, credit card, cash accepted).
- ☐ **Background Check** information form with witness signature. (in packet)
- ☐ **Detailed and scaled floor plan on an 8 ½" X 11" sheet of paper.** The floor plan should be very comprehensive with dimensions marked. All control measures should be included on the floor plan/map.
- ☐ **Blank Local Consent form from the DABC packet.**
**Please include your Email on the local consent.*
- ☐ **A signed consent form** stating that law enforcement and authorized city representatives shall have the unrestricted right to enter and inspect the premises during the event to ensure compliance with State Law and City Ordinance. (In packet).
- ☐ **Current certificate of existence** with date of organization when applicable.

LOCATION: 451 SOUTH STATE STREET, ROOM 225, SALT LAKE CITY, UTAH 84111-3102

MAILING ADDRESS: PO BOX 145458, SALT LAKE CITY, UTAH 84114-5458

TELEPHONE: 801-535-6644 FAX: 801-535-7779

SALT LAKE CITY CORPORATION APPLICATION FOR REGULATORY LICENSE

451 South State Street #225 / PO Box 145458 • Salt Lake City, UT 84114-5458 Phone (801) 535-6644

-Please complete ALL information-

ALL FEES ARE NON-REFUNDABLE

****SPECIAL EVENT****

A. Name of Event _____

Local address being applied for _____
(Street Number) (Suite or Space #) (City) (State) (Zip)

Business Phone _____ Fax Number _____ Business Email _____

Mailing Address: _____
(Street Number) (City) (State) (Zip)

Onsite Contact for Event: _____ Phone Number: _____

B. Ownership Type: ☐ Corporation ☐ Partnership ☐ Proprietorship ☐ LLC

Name of Organization Applying for Event: _____

C. Information on: ☐ Manager ☐ Representative ☐ Other _____

Name _____ Home Phone _____

Home Address _____
(Street Number) (City) (State) (Zip)

E. Give a detailed description of event: _____

Time: _____ **Event Date/Dates:** _____

Salt Lake City shall not be held responsible for delays in processing an incomplete application, or for property improvements and other business expenditures occurring before the license applicant receives final approval. Both Police and Fire Inspections must be passed before a Single Event Permit is issued. Please make sure all paperwork is properly filled out and *Site Plan must be attached with application.

I, _____ hereby agree to conduct said business strictly in accordance with all Salt Lake City codes governing such business, and swear under penalty of law that the information contained herein is true and correct. I/we also understand that to falsify any information on this application is grounds for denial and/or revocation of this license and other penalties as provided by law. I/we also agree that the signature on this application constitutes waiver of confidentiality as it pertains to a background investigation, if deemed necessary.

Authorized Signature

Date

City ID Number:

Accepted by _____ Date _____

License Type: (Commercial) **Amount:**

Single Event \$236.00 _____ \$ _____

Liquor Consumption \$25.00 _____ \$ _____

Please make checks payable
to: **Salt Lake City Corp.**

Total Due: \$

--THIS IS NOT A LICENSE--

Keep this Box Clear

SALT LAKE CITY CORPORATION
451 South State Street, Room 225
Salt Lake City, Utah 84111
(801) 535-6644

License # _____

BEER / LIQUOR REGISTRATION

Business Name / DBA _____

Business Address _____

Hereby applies for a:

- ☐ Retail Beer License
☐ Restaurant Beer License
☐ Bar / Tavern Beer License
☒ Special Event License

List time(s), dates, location, nature, and purpose of the event:

ATTACH A SITE PLAN INCLUDING AREA FOR STORAGE, DISPENSING POINTS AND CONSUMPTION OF ALCOHOL.

- ☐ Recreational Facility Beer License
☐ Micro Brew / Pub License
☐ Banquet / Catering License
☐ Liquor Consumption License

**PLEASE CONTACT THE DABC FOR GUIDELINES ON
CHOOSING THE APPROPRIATE LICENSE TYPE.**

Corporation ☐ LLC (Limited Liability Company) ☐ Partnership ☐ Sole Proprietor ☐

List all local agents, partners, directors, officers, partners, 20% plus stockholders, operators, managers:

Who have complied with the statutory requirement and possess the qualifications specified in the Alcoholic Beverage Control Act of Utah and request license to be issued for the following particular premises at _____, in Salt Lake City, Utah, commencing on the date of the license and ending on the expiration date of license.

(Printed Name of Applicant)

(Signature of Applicant)

(Date)

SALT LAKE CITY CORPORATION
451 South State Street, Room 225
Salt Lake City, Utah 84111
(801) 535-6644

City Business License #
LIC _____ - _____

APPLICATION BACKGROUND

ALCOHOL LICENSE

- ☐ Local Manager ☐ Business Owner ☐ Business Officer
☐ Partner ☐ President
- ☐ Dining Club ☐ Micro Brew Pub
☐ Social Club ☐ Recreational Facility
☐ Banquet Catering ☐ Restaurant Beer
☐ Bar Tavern ☐ Retail Beer
☐ Government Beer ☐ Special Event
☐ Liquor Consumption

SEXUALLY ORIENTED BUSINESS

- ☐ New ☐ Renewal ☐ Transfer
- ☐ Agency Non-Performer ☐ Outcall Agency Performer ☐ Outcall Agency Owner
☐ Nude Agency Dancer ☐ Semi-Nude Agency Dancer ☐ Semi-Nude Manager
☐ Nude Agency Manager ☐ Semi-Nude Agency Owner ☐ Nude Agency Owner

OTHER

- ☐ Auction House ☐ Employee ☐ Local Manager ☐ Local Owner
☐ Auctioneer ☐ President ☐ Partner ☐ Officer
- ☐ Auto-Towing/Wrecking
☐ Date/Marriage Service
☐ Dance Hall
☐ IceCream Vendor
☐ Locksmith
☐ Mobile Food Truck/Trailer
☐ Pedi-Cab
☐ Solicitor
☐ Pawn Broker
☐ Vending Cart
☐ S/H Computer/CD Exchange
☐ Other: _____

BUSINESS INFORMATION

Name of Business: _____

Business Address: _____ Business Phone: _____

APPLICANT INFORMATION

1. Legal Name: _____ Date of Birth: _____ Age: _____

Maiden Name: _____

2. Home Address: _____ Home Phone: _____

3. City _____ State: _____ Zip: _____

4. SSN#: _____ Place of Birth: _____ ID# or DL#: _____ State: _____

5. Sex: _____ Height: _____ Weight: _____ Hair Color: _____ Eye Color: _____

6. Have you lived at current address for more than three (3) years? Yes ☐ No ☐

If no, list previous address(es) for the past three years: _____

7. Have you ever used an alias or been known by another name, such as; previous married names, nickname, or stage name? Yes ☐ or No ☐ If yes, list all name(s) and reason(s) for use: _____

8. Have you ever lived in another state? Yes ☐ or No ☐ If yes, list state(s) and year(s) you lived there: _____

9. Have you ever worked in a profession where a permit or license was required by a governmental agency? Yes ☐ or No ☐ If yes, list profession, agency requiring such license, and year license was obtained: _____

10. Have you ever had a license or permit revoked, denied, or suspended? Yes ☐ or No ☐ If yes, list the jurisdiction, date, and reason: _____

11. List name, complete address, and phone number of three (3) character references that are not relatives who can be contacted.

1.) _____ 2.) _____ 3.) _____

12. Do you know all State and City laws governing the license for which you are applying? Yes ☐ or No ☐

13. Will you obey all of the laws governing the license for which you are applying? Yes ☐ or No ☐

14. a.) Have you entered a plea in abeyance or no contest plea (nolo contendere) to any crime (misdemeanor or felony) in the last ten (10) years? Yes ☐ or No ☐ If yes explain: _____

b.) Have you been convicted of any criminal charges (misdemeanor or felony) in the last ten (10) years?

Yes ☐ or No ☐ If yes explain: _____

15. Have you been convicted of any beer violation, alcohol related driving offense, leaving the scene of an accident (hit and run) or reckless driving offense in the last six (6) years? Yes ☐ or No ☐ If yes explain: _____

16. Are there any charges (misdemeanor or felony) against you that are still pending? Yes ☐ or No ☐

17. If you answered yes to question #16, please list below: date, location, prosecuting agency and case number for each offense: _____

(Attach any other pertinent information)

STATEMENT

I HEREBY ATTEST THAT THE ABOVE INFORMATION IS TRUE AND CORRECT. I UNDERSTAND THAT FALSIFYING THIS APPLICATION IS GROUNDS FOR DENIAL OR REVOCATION OF MY LICENSE(S).

I KNOW AND UNDERSTAND STATE LAW AND CITY ORDINANCES. I WILL OBEY ALL LAWS AS THEY PERTAIN TO MY BUSINESS LICENSE.

DISCLOSURE OF INFORMATION

By submitting this application and signing this form, I authorize Salt Lake City Corporation to conduct a background check and investigation as authorized by state law and local ordinance, and to access and review state and federal criminal history records and make reasonable efforts to determine whether I have been convicted of, or are under pending indictment for a crime that bears upon my fitness to receive the business license for which I have applied.

I hereby release Salt Lake City Corporation and its employees from any damages resulting from the legally authorized acquisition and permissible use of such information. I understand that disclosure of such information is subject to the limitations of the Government Records Access and Management Act, Chapter 2, Title 63, Utah Code Annotated or its successor ("GRAMA"). All records submitted by me or obtained by Salt Lake City Corporation as part of this application and background check are subject to disclosure unless such records are exempt from disclosure pursuant to GRAMA. The word "record" as used in this paragraph shall have the same meaning as Utah Code Ann. § 63G-2-103(22)(a)(i)-(ii) (2008), or its successor section."

DATE

APPLICANT SIGNATURE

DATE

WITNESS SIGNATURE

Special Event Licenses

Special Event Name: _____

Location of Event: _____

Event Date(s): _____ Event Time(s): _____

By signing below you are giving consent that any law enforcement officers or representatives of the City authorized by the Mayor shall have unrestricted right to enter the premises during the said above event.

Print Name

Signature

Date

5.51.027: SPECIAL EVENT ALCOHOL PERMITS:

A. Required: A city issued special event alcohol permit is required for all events which are required to obtain from the Utah alcoholic beverage control commission a single event permit or temporary special event beer permit under title 32A, Utah Code Annotated (2009) or its successor provisions, allowing alcohol to be stored, sold, served and consumed for short term events.

B. Application Requirements: In addition to the application requirements set forth in section 5.02.060 of this title, the following information is required:

1. The time, dates, and location of the event.
2. A description of the nature and purpose of the event.
3. A description of the control measures to be imposed by the DABC and where alcohol will be stored, served and sold.
4. A signed consent form stating that law enforcement and authorized city representatives shall have the unrestricted right to enter and inspect the premises during the event to ensure compliance with state law and city ordinance.

C. Operational Restrictions: The permittee is subject to all operational restrictions imposed by the DABC under its state permit. No alcohol may be served at any special event unless the city permittee also obtains the appropriate state permit.

D. Nontransferable: Special event alcohol permits are not transferable.

E. Time Limits: Special event alcohol permits are subject to the time limitations applicable to DABC single event permits and temporary special event beer permits.

F. Fees: Special event alcohol permits are subject to the fees that correspond to chapter 5.04 of this title and to an alcohol concession agreement fee. Such fees are set forth in the Salt Lake City consolidated fee schedule. (Ord. 41-14, 2014)

5.51.030: ANNUAL LICENSE FEES: