



Alabama Alcoholic Beverage Control Board

Licensing and Compliance Division Non-Profit Special Event Retail License Pre-Application Checklist

These documents are **REQUIRED** by Alabama State Law, therefore are **NOT** optional.
The ABC Board has broad discretion to request any other information that it deems necessary.
All documents must be legible, color copies.

DOCUMENTS REQUIRED AT THE TIME OF APPLICATION:

- ___ **Completed Non-Profit Special Event License Pre-Application (Form LCD-34, Page 2)**
- ___ **Identification Documents from Individual Authorized to Complete the Application**
 - ___ Color copy of valid driver's license or state issued ID from state of legal residency
 - ___ Certified color copy of birth certificate or US Passport
- ___ **Internal Revenue Code 501c Documentation**
- ___ **Copy of Event Notification Letter Sent to the Local Governing Officials**
- ___ **Sketch of Event Location (include sketch of alternative location, if applicable)**

DOCUMENTS OF FORMATION

- ___ Corporations must provide the probated document that includes the book/instrument number page, date, and county to show when and where the business was formed.
- ___ Out of state corporations must include the Certificate of Existence for Alabama issued by the Secretary of State. The Alabama Secretary of State may be reached at (334) 242-5324.

DOCUMENTS SHOWING CONTROL OF THE PROPERTY- I.E., LEASE, USE AGREEMENT, DEED, ETC.

___ **If a Lease or Use Agreement:**

- ___ Organization name on the document matches the applicant name exactly (Ex. If John Doe, Inc. is the applicant name, the lessee must be listed as John Doe, Inc.)
- ___ Address on the document matches the physical address of the event listed on the application.
- ___ The document has a valid term for the event date(s) listed on the pre-application (Must be 7 days or less.)
- ___ Document is signed by the applicant and property owner.

___ **If a Deed:**

- ___ The name on the deed must match exactly with the applicant name. (Ex. If John Doe, Inc. is the applicant, then the deed must be made out to John Doe, Inc.)
- ___ Deed must be stamped and recorded by the probate office in the county in which it is located.
- ___ Physical location address must be confirmed in one of the following ways:
 - ___ E-911 Address verification
 - ___ Handwritten on the deed, which is signed and dated by the applicant
 - ___ Correspondence on letterhead from an authorized individual

PLEASE NOTE: If the special event is relocated after the original application is submitted to the ABC Board, control of property documentation for the alternate location should be submitted to the ABC Board prior to the event date so the license can be updated. The event license must have the correct location address listed.



Alabama Alcoholic Beverage Control Board

Licensing and Compliance Division Temporary Non-Profit Special Event Retail License Pre-Application

Must be submitted to the ABC Board at least 25 calendar days prior to the event

The individual completing and signing for this Non-Profit Special Events Retail License Application must be properly authorized to do so by the applying organization.

Please check one of the following to show applicant is a qualifying organization:

- Organization has been continuously in existence in the State of Alabama for a minimum of three years.
- Organization is affiliated with a parent organization that has been in existence in the State of Alabama for a minimum of three years.
- Organization has reorganized and is continuing its mission under a new name on file with the Secretary of State and with a new tax identification number after having satisfied one of the two statements made above.

APPLICANT INFORMATION:

Organization/Applicant Name: _____ Doing Business As/Event Name: _____
 State in which Recorded: _____ Date Recorded: _____
 County in which Recorded: _____ Date of Authority to Do Business in Alabama: _____

EVENT INFORMATION:

PLEASE NOTE THE SPECIAL EVENT MUST BE 7 DAYS OR LESS

Event Start Date: _____ Event End Date: _____
 Event Time: _____ Event Location Address: _____
 Description of Special Event Location (tent, city park, parking lot, etc.): _____
 Alternate Event Date(s), Time, & Location (if applicable): _____
 Event Location Governing Jurisdiction: _____
 Event Location Police Jurisdiction: _____
 Type of alcoholic beverages to be sold (Beer, Wine, Liquor): _____

CONTACT INFORMATION:

Contact Name: _____ Contact's Relationship to Organization: _____
 Contact Primary Number: _____ Contact Secondary Number: _____
 Contact E-mail Address: _____