



Special Event Liquor License Permit Application (pdf fillable)

Must be a current City of Wahpeton Retail Liquor License holder, special event permits are required for any sales of alcoholic beverages made off premises from the licensed site as required by Wahpeton City Ordinance Section 22-106 and North Dakota Century Code 5-02-01.1

Applicant

Applicant (as it appears on current City License) \_\_\_\_\_

Type of License Currently Held: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Event Information

1. Date(s) of the Special Event: \_\_\_\_\_

Multiple days (maximum of 3)

2. Time: \_\_\_\_\_ Must close by 1:00 am of succeeding day
Open Close ON SALE ON AND OFF SALE

3. Sale will be for consumption: [ ] [ ] At the location stated below

4. Event & Organizer: \_\_\_\_\_

5. Location: \_\_\_\_\_

6. Entertainment: \_\_\_\_\_

7. Number of persons expected to attend: \_\_\_\_\_ Number of minors expected to attend: \_\_\_\_\_

8. Name of the Person in Charge at Event: \_\_\_\_\_

9. Type(s) of alcoholic beverages to be sold: \_\_\_\_\_

10. Floor plan drawing of the premises to be utilized for the special permit. Show the area in which liquor will be dispensed. Identify how minors will be kept out of the sales area. DRAWING ATTACHED [ ]

11. Proof of liquor liability insurance for the off-site premises. INSURANCE [ ]

Statement of Understanding & Signature

I certify that my answers are true and complete to the best of my knowledge.
I understand the Special Event License shall be displayed in plain sight throughout the event.
I understand a uniformed, private security officer will be required at any dance held at a public or private venue which has a capacity of 100 persons or more, at which the sale and/or consumption of alcoholic beverages will be allowed and which will be attended or is open to attendance by any person(s) under age 21, whether by invitation or otherwise.

Failure to comply with City Ordinances and or State Law may result in suspension or revocation of your liquor license.

\$25.00 License Fee Payable Prior to Issuance <If Special Police Fees are required they must be paid at the time of application>

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Licensing Officer Approval – Internal use only

Date Approved \_\_\_\_\_ Licensing Officer Signature \_\_\_\_\_

Police Dept. Notified \_\_\_\_\_ NDSCS Notified if on Campus \_\_\_\_\_