



APPLICATION FOR BANQUET LICENSE

PRIVACY STATEMENT. Social security numbers, dates of birth, and federal and state tax identification numbers are collected for identification purposes. The Virginia Department of Alcoholic Beverage Control (ABC) considers all personal/tax information collected as confidential information and will not provide information to any entity except as authorized by the Code of Virginia §58.1-3 or 2.2-3700 through 2.2-3714.

INSTRUCTIONS

Note: If all of the following **four** criteria are met, then no license is needed (unless required by locality or facility): **(1)** the event is **private** (i.e., not open to the public and not in a public place); **(2)** money is **not** exchanged for alcohol or otherwise; **(3)** the event is **not** held on a club or nonlicensed restaurant premises; and **(4)** alcohol purchased for the event is **not** from a wholesaler/distributor. In all other cases, a license is needed and is bound by the information presented below. Contact your local ABC office with any questions (see pg. 2).

1. Read the **Guidelines** and **Responsibilities of Applicant** (this page).
2. Select the appropriate **License Type** on page 3. License type will designate which sections you must complete and applicable fees.
3. Complete the appropriate sections for the license type selected.
4. Locate the city/county where the event will be held (pg. 2) and determine the responsible **ABC Regional Office**. Mail or deliver the items in the checklist below to that office:
 - completed and signed application (pgs. 3-6).
 - appropriate license fees (see "License Fees" column, pg. 3), payable to "VA ABC" (see guideline 8 for payment restrictions).
 - required documents (from individual sections of application)
5. Upon receipt of the application, an ABC special agent or administrative technician will be assigned and will contact you as needed during his/her investigation.
6. A \$15 nonrefundable application processing fee is included in the "single-day rate" for each type of license. If the license is refused, application withdrawn or event cancelled, only the state license fee is refunded (see "License Fees" column, pg. 3).
7. Approved licenses, with time permitting, will be mailed to the address provided by the applicant. If requested, arrangements can be made to pick up the license at your local ABC Office.
8. Keep pages 1 and 2 for your reference.

GUIDELINES

1. Please submit your application and all attachments (in English) at least **10 business days prior to the event date** to ensure adequate processing time. If not received in sufficient time to complete an investigation, the application may be considered withdrawn.
2. Applicant must (a) be at least 21 years of age and (b) be able to read, write, speak and understand English.
3. In accordance with §4.1-222(1)(o), a police officer with police authority in the political subdivision within which the event will take place may not be granted a license.
4. The person completing the application for a Special Event license as defined above must be associated with the nonprofit applicant identified in section 4.
5. A social security number is required on **all** applications. Refer to privacy statement above regarding personal/tax information.
6. The name of the applicant in section 1 must be the same as the person signing the application in section 7.
7. All applications are required to have an event date and physical address (to include street number and name, city and zip code) in section 2 before they will be accepted.
8. Any checks or money orders submitted for payment **must** be in the name of the applicant identified in section 1 or the group identified in sections 3 or 4. Cash is only accepted in person.
9. Any refunds will be made to the applicant and home address identified in section 1, unless ABC is notified otherwise.
10. Application for a banquet license does not guarantee approval.
11. Investigation of the application may not begin until **all** required documents have been received. **Not providing required documents is the primary cause of delay in the licensing process.**
12. Approved banquet licenses are for on-premises consumption only.
13. **Falsification and/or misrepresentation of information may result in refusal of license and/or criminal charges.**

RESPONSIBILITIES OF APPLICANT

All applicants who are granted a banquet license by the Virginia Alcoholic Beverage Control Board must adhere to the following:

1. No alcoholic beverages may be sold, given to or consumed by any person in attendance at your banquet whom you know or have reason to believe is intoxicated*.
2. No person whom you know or have reason to believe is intoxicated* may loiter upon the licensed area.
3. No alcoholic beverage may be sold, given to, or consumed by any person in attendance at the banquet whom you know or have reason to believe is less than 21.
4. The banquet licensee must be present during the event.
5. The banquet licensee may not be intoxicated* or under the influence of a self-administered drug during the event.
6. For a restricted banquet license, no alcoholic beverage may be sold or given away on the licensed area beyond approved hours.
7. No one less than 18 years of age may sell, serve or dispense beer.
8. Distilled spirits under a Mixed Beverage Special Event license must be purchased from a Virginia ABC store.
9. If wine and/or beer are purchased from a wholesaler, they must be purchased on the day of the banquet. (For Saturday or Sunday events, purchases may be made on the preceding Friday.)
10. Alcoholic beverages must be confined to the building, room or general area for which the license is issued and may not be sold, given away or consumed in any location outside of the licensed area. (Note: Violation may result in arrest for drinking in public.)
11. All alcoholic beverages are strictly for on-premises sale and/or consumption at the address of the event.

* A person may be deemed intoxicated when it is apparent from observation that he/she has drunk enough alcoholic beverages to affect his/her manner, disposition, speech, muscular movements, general appearance or behavior.



APPLICATION FOR BANQUET LICENSE

ABC REGIONAL OFFICES

ROANOKE (REGION 1)

2943 D Peters Creek Rd.
Roanoke, VA 24019
Phone: 540-562-3604
Fax: 540-562-3612

- Alleghany County
- Bath County
- Bedford City
- Bedford County
- Botetourt County
- Buena Vista City
- Covington City
- Craig County
- Floyd County
- Franklin County
- Henry County
- Highland County
- Lexington City
- Martinsville City
- Montgomery County
- Patrick County
- Roanoke City
- Roanoke County
- Rockbridge County
- Salem City

LYNCHBURG (REGION 2)

20353 Timberlake Rd. Ste. A
P.O. Box 10336
Lynchburg, VA 24506-0336
Phone: 434-582-5136
Fax: 434-582-5140

- Amherst County
- Appomattox County
- Buckingham County
- Campbell County
- Charlotte County
- Cumberland County
- Danville City
- Fluvanna County
- Halifax County
- Lunenburg County
- Lynchburg City
- Mecklenburg County
- Nelson County
- Pittsylvania County
- Prince Edward County

STAUNTON/ CHARLOTTESVILLE (REGION 3)

460 Commerce Sq.
Staunton, VA 24401-4432
Phone: 540-332-7800
Fax: 540-332-7814

- Albemarle County
- Augusta County
- Charlottesville City
- Clarke County
- Culpepper County
- Fauquier County
- Frederick County
- Greene County
- Harrisonburg City
- Madison County
- Orange County
- Page County
- Rappahannock County
- Rockingham County
- Shenandoah County
- Staunton City
- Warren County
- Waynesboro City
- Winchester City

ALEXANDRIA (REGION 4)

6308 Grovedale Dr.
Alexandria, VA 22310-2551
Phone: 703-313-4432
Fax: 703-313-4444

- Alexandria City
- Arlington County
- Fairfax City
- Fairfax County
- Falls Church City
- Loudoun County
- Manassas City
- Manassas Park City
- Prince William County

SOUTHWEST (REGION 5)

545 W. Main St.
P.O. Box 205
Abingdon, VA 24212-0205
Phone: 276-676-5502
Fax: 276-676-5549

- Bland County
- Bristol City
- Buchanan County
- Carroll County
- Dickenson County
- Galax City
- Giles County
- Grayson County
- Lee County
- Norton City
- Pulaski County
- Radford City
- Russell County
- Scott County
- Smyth County
- Tazewell County
- Washington County
- Wise County
- Wythe County

RICHMOND (REGION 6)

2901 Hermitage Rd.
P.O. Box 27491
Richmond, VA 23261-7491
Phone: 804-213-4624
Phone: 804-213-4620
Fax: 804-213-4638

- Amelia County
- Caroline County
- Charles City County
- Chesterfield County
- Colonial Heights City
- Dinwiddie County
- Essex County
- Fredericksburg City
- Goochland County
- Hanover County
- Henrico County
- Hopewell City
- King and Queen County
- King George County

RICHMOND (continued)

- King William County
- Lancaster County
- Louisa County
- New Kent County
- Northumberland County
- Nottoway County
- Petersburg City
- Powhatan County
- Prince George County
- Richmond City
- Richmond County
- Spotsylvania County
- Stafford County
- Westmoreland County

HAMPTON (REGION 7)

4907 W. Mercury Blvd.
P.O. Box 5226
Newport News, VA 23605
Phone: 757-825-7830
Fax: 757-825-7884

- Brunswick County
- Franklin City
- Emporia City
- Gloucester County
- Greensville County
- Hampton City
- Isle of Wight County
- James City County
- Mathews County
- Middlesex County
- Newport News City
- Poquoson City
- Southampton County
- Suffolk City
- Surry County
- Sussex County
- Williamsburg City
- York County

CHESAPEAKE (REGION 8)

1103 S. Military Hwy.
Chesapeake, VA 23320
Phone: 757-424-6700
Fax: 757-424-6744

- Accomack County
- Chesapeake City
- Norfolk City
- Northampton County
- Portsmouth City
- Virginia Beach City

COMPLIANCE/INDUSTRY

2901 Hermitage Road
P.O. Box 27491
Richmond, VA 23261-7491
Phone: 804-213-4573

Manufacturer's Multi-Day Tastings

Total paid: \$	(office use only)
Receipt number:	(office use only)



Agent:	(office use only)
License number:	(office use only)

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APPLICATION FOR BANQUET LICENSE

LICENSE TYPES

Read the descriptions below and checkmark the appropriate license type for your event.

	Application Sections	Event Examples	Alcohol Authorized	License Fees
<input type="checkbox"/>	BANQUET: For an individual (representing themselves or a group/company) who is holding a private event that is not for monetary gain.			
	Complete sections 1, 2, 3 and 7 of the application.	Birthdays, anniversaries, company parties, holiday parties, weddings, reunions or other similar events.	Complimentary beer, wine or mixed beverages. Guests may bring their own alcohol. Beer and/or wine sales (not for profit).	\$15 nonrefundable application fee + \$40 state license fee \$55 single-day rate + \$40 for each additional day
<input type="checkbox"/>	BANQUET SPECIAL EVENT: For duly organized nonprofit corporations or associations that are holding a public or private event being conducted for an athletic, charitable, civic, educational, political or religious purpose. Event not for personal monetary gain.			
	Complete sections 1, 2, 4 and 7 of the application.	Nonprofit events such as festivals, concerts, auctions or other similar fundraising events (including political fundraisers).	Beer and/or wine sales, or guests may bring their own alcohol. (Does not authorize the sale of mixed beverages.)	\$15 nonrefundable application fee + \$40 state license fee \$55 single-day rate + \$40 for each additional day
<input type="checkbox"/>	MIXED BEVERAGE SPECIAL EVENT: For duly organized nonprofit corporations or associations that are holding a public or private event being conducted for an athletic, charitable, civic, educational, political or religious purpose. Event not for personal monetary gain.			
	Complete sections 1, 2, 4 and 7 of the application.	Nonprofit events such as festivals, concerts, auctions or other similar fundraising events (including political fundraisers).	Mixed beverage sales, or guests may bring their own alcohol. (Does not authorize the sale of wine or beer.)	\$15 nonrefundable application fee + \$45 state license fee \$60 single-day rate + \$45 for each additional day
<input type="checkbox"/>	BANQUET / MIXED BEVERAGE SPECIAL EVENT: For duly organized nonprofit corporations or associations that are holding a public or private event being conducted for an athletic, charitable, civic, educational, political or religious purpose. Event not for personal monetary gain.			
	Complete sections 1, 2, 4 and 7 of the application.	Nonprofit events such as festivals, concerts, auctions or other similar fundraising events (including political fundraisers).	Beer, wine and mixed beverage sales, or guests may bring their own alcohol.	\$30 nonrefundable application fee + \$85 state license fee \$115 single-day rate + \$85 for each additional day
<input type="checkbox"/>	MIXED BEVERAGE CLUB EVENT: For a private club which already holds a beer, or wine and beer club license. May be granted up to 12 times per calendar year.			
	Complete sections 1, 2, 4 and 7 of the application.	VFW, Elks, American Legion, or similar type clubs already holding a beer, or wine and beer license that wish to sell and serve mixed beverages.	On-premises sale and consumption of mixed beverages by club members or guests in approved areas on the club premises.	\$15 nonrefundable application fee + \$35 state license fee \$50 single-day rate + \$35 for each additional day
<input type="checkbox"/>	MANUFACTURER'S MULTI-DAY EVENT: For manufacturers of beer or wine. May be granted up to 4 times per year. For single-day manufacturer event, use banquet special event.			
	Complete sections 1, 2, 4, 5 and 7 of the application.	Craft beer or wine festivals.	Sale of beer or wine for a special event lasting 2–3 consecutive days. Events held for more than three days require another application.	\$15 nonrefundable application fee + \$100 state license fee \$115 double- or triple-day rate
<input type="checkbox"/>	TASTING: For a business or an individual that is not prohibited from holding an ABC license and wishes to sell or give samples for the purpose of featuring and educating the consuming public about the alcoholic beverages being tasted. May be granted up to 4 times per year.			
	Complete sections 1, 2, 4, 6 and 7 of the application.	Cooking classes or community education events.	Sale or complimentary samples of beer, wine and/or mixed beverages in approved localities. Restrictions apply on amounts and types of alcohol. §4.1-221.1	\$15 nonrefundable application fee + \$40 state license fee \$55 single-day rate + \$40 for each additional day

Total paid: \$ _____	(office use only)
Receipt number: _____	(office use only)



Agent: _____	(office use only)
License number: _____	(office use only)

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PLEASE REFER TO LICENSE TYPE CHECKMARKED ON PAGE 3 TO ENSURE THAT PROPER SECTIONS OF APPLICATION ARE COMPLETED.

SECTION 1: PERSONAL INFORMATION

1. Applicant name: (last) _____ (first) _____ (middle) _____

2. Social security number: _____ **3. Date of birth:** _____
Required. Refer to privacy statement on page 1. Required. Refer to privacy statement on page 1.

4. Home address: (street) _____
 (city/town) _____ (state) _____ (zip + 4) _____

5. Day phone: (_____) _____ **6. Alternate phone:** (_____) _____

7. Fax: (_____) _____ **8. E-mail:** _____

9. If approved, would you prefer to pick up your license from your local ABC office? Yes No

10. Mailing address for license (only if different from home address): (street) _____
 (city/town) _____ (state) _____ (zip + 4) _____

11. **Have you ever been convicted of either of the following?**
 • any offense involving alcoholic beverage laws, including driving while intoxicated? Yes No
 • any **other** crime? Yes No
 ▶ If **Yes** to either of the above, provide the following (use additional sheets if necessary):
 (date) _____ (location) _____ (offense) _____

12. Have you ever held an ABC banquet license before? Yes No ▶ If **Yes**, what was the date(s) of the event? _____

SECTION 2: EVENT INFORMATION

13. Date(s) of event: _____ **14. Time of event:** (from) _____ ^{AM}/_{PM} – (to) _____ ^{AM}/_{PM}

15. Address of event: (street) _____ (city) _____ (zip + 4) _____
 (county, if applicable) _____ **16. Name of facility:** _____

17. Alternative location in event of inclement weather: _____

18. Type of event: _____ **19. Will event include auction/casino night?** Yes No

20. Place for event: Community building Fire/rescue squad building Private home Club premises Other: _____

21. Who will attend? Open to public Private, by invitation only **22. Estimated number of persons expected to attend:** _____

23. How is your event being advertised? _____

24. Will tickets be sold or admission charged? Yes No ▶ If **Yes**, what is the fee to attend? \$ _____

25. Will donations be accepted to attend? Yes No ▶ If **Yes**, what is the suggested donation? \$ _____

SECTION 3: BANQUET

26. Will alcoholic beverages be furnished without charge? Yes No ▶ If **Yes**, check type: Wine Beer Mixed drinks

27. Will bringing your own alcoholic beverages (BYOB) be permitted? Yes No

28. Will food be available? Yes No

29. Is your event being catered? Yes No ▶ If **Yes**, provide the name of the catering company: _____

30. Are you applying on behalf of a group/company? Yes No ▶ If **Yes**, provide the following information:
 (a) group/company name: _____ (b) relationship to group: _____
 (c) if the group has held a banquet license before, list dates: _____

DOCUMENTATION

31. In the list below, checkmark **all** documents that exist for this event. *Submit these documents to ABC with the application. Additional documents may be required during the investigation.*

Invitation or e-vite Flyer(s) or advertisement(s) Rental contract with facility where event will be held (if applicable)

Agent: _____ (office use only)



License number: _____ (office use only)

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APPLICATION FOR BANQUET LICENSE

SECTION 4: BANQUET SPECIAL EVENT / MIXED BEVERAGE SPECIAL EVENT / MIXED BEVERAGE CLUB EVENT

32. Name of group or organization applying for application: _____
33. Does the group hold IRS tax-exempt status? Yes No ▶ If **Yes**, which classification? _____
34. Is the group a subordinate of a national nonprofit organization? Yes No ▶ If **Yes**, which organization? _____
35. Does the group have any of the following? (If **Yes**, you may be asked to provide these documents.)
- Charter Yes No
 - By-laws Yes No
 - Articles of organization Yes No
 - Members pay regular dues Yes No
 - Hold regular meetings Yes No
 - Officers and/or directors Yes No
36. Applicant's relationship to the group: _____ 37. Total number of members in group: _____
38. If the group has held a banquet license before, list dates: _____
39. Will alcoholic beverages be included in the fee to attend? Yes No N/A ▶ If **Yes**, check type(s): Wine Beer Mixed drinks
40. Will alcoholic beverages be sold at a cash bar? Yes No ▶ If **Yes**, check type(s): Wine Beer Mixed drinks
41. Will alcoholic beverages be furnished without charge? Yes No ▶ If **Yes**, check type(s): Wine Beer Mixed drinks
42. Will bringing your own alcoholic beverages (BYOB) be permitted? Yes No
43. Will food be available? Yes No
44. Will food be included in the fee to attend? Yes No N/A
45. Will food be sold separately at the event? Yes No
46. Will net profits be used for any of the following purposes? Athletic Civic Political Charitable Educational Religious
47. Name of nonprofit organization to which profits will be donated: _____
48. Name and phone number of contact person for nonprofit organization: _____

COMPENSATION

- 49a. Will alcoholic beverages be sold to members of the general public? Yes No
 ▶ If **Yes**, proceed to question 49b.
 ▶ If **No**, proceed to "Documentation," below.
- 49b. Will any person, organization or business, other than the nonprofit organization applying for this license, receive any compensation or payment for organizing, operating or conducting the event for which this license is requested? Yes No
 ▶ If **Yes**, you must provide the following two documents (in addition to any documents required under the "Documentation" section, below):
- A copy of any agreement between the applicant and the person providing services for the event
 - A "Statement of Income and Expenses" form (available at <http://www.abc.virginia.gov/enforce/forms/banqadd.pdf>) that must be submitted to ABC **within 30 days after the approved event**.

DOCUMENTATION

- 50a. In the list below, checkmark **all** documents that exist for this event. *Submit these documents to ABC with the application. Additional documents may be required during the investigation.*
- Invitation or e-vite Flyer(s) or advertisement(s) Rental contract with facility where event will be held (if applicable)
- 50b. Is the group an election campaign or political action committee/527? Yes No
 ▶ If **Yes**, checkmark and *submit the following document to ABC with the application*. Proceed to question 50d.
 "Statement of Organization" acknowledgement form from the Campaign Finance Office (800-552-9745) at the State Board of Elections (SBE) or a letter of good standing from the Federal Election Committee (FEC) or local registrar.
 ▶ If **No**, proceed to question 50c.
- 50c. Does the organization have federal IRS tax-exempt status? Yes No
 ▶ If **Yes**, checkmark **one** of the following forms of documentation. *Submit this document to ABC with the application.*
 501-C-3 federal IRS tax-exempt letter [or] Other federal IRS tax-exempt determination letter
 ▶ If **No**, checkmark **all** documents below that exist for the organization. *Submit these documents to ABC with the application.*
- Charter with the State Corporation Commission
 - By-laws or articles that list the organization's stated purpose
 - Membership list
 - Proof of exemption from federal and state taxes
 - Proof that the organization conducts regular meetings
 - Proof of verifiable and accurate financial records
- 50d. If you have provided the above documentation to ABC before, please list date(s), event location(s) and/or license number(s) in lieu of providing documents: _____

Agent: _____ (office use only)



License number: _____ (office use only)

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SECTION 5: MANUFACTURER'S MULTI-DAY EVENT

51. Checkmark all documents that exist for this event. *Submit these documents to ABC with the application and the documents requested in section 4:*

- Any contracts/agreements with production companies List of all participating wineries and/or breweries

52. Date(s) of any Manufacturer's Multi-Day license(s) previously held: _____

SECTION 6: TASTING LICENSE

53. As you are limited to providing only **two types of distilled spirits** or **four types of wine or beer** for tasting per event, please list below the types (including brand name) that you plan to feature at this event:

- (1) _____ (3) _____ [wine/beer only]
(2) _____ (4) _____ [wine/beer only]

54. Date(s) of any Tasting license(s) previously held: _____

SECTION 7: APPLICANT'S SIGNATURE

I certify that I have read and fully understand the guidelines, responsibilities and instructions provided and that the information on this application is true and accurate. Falsification and/or misrepresentation of information may result in refusal of license and/or criminal charges.

Applicant's signature: _____ Date: _____

Print name: _____

WAIVER OF STATE LICENSE FEE (Available to duly organized not-for-profit corporations/associations ONLY)

Pursuant to §4.1-111 of the Code of Virginia, **the Board may waive the state license fee for a duly organized not-for-profit corporation or association holding a nonprofit event.** A "nonprofit event" means income from the event shall not exceed expenses for the event. Fixed costs, including but not limited to, staff salaries, rent, utilities and depreciation shall not be included as expenses.

- The applicant shall sign an affidavit certifying the not-for-profit status of the corporation or association and that the event being held is nonprofit.
- The applicant may serve alcoholic beverages in any combination, the amount to be no more than that which equals the total alcohol content by volume in two kegs of beer (31 gallons).
- The granting of a waiver is limited to two events per fiscal year (July 1–June 30) for any qualifying corporation or association.

SWORN AFFIDAVIT

The undersigned swears or affirms that this request to waive the banquet state license fee is made on behalf of the not-for-profit corporation or association and that profits will not be generated from this event. No more than the total alcohol content by volume in two kegs (31 gallons) of beer shall be served during this event.

Falsification and/or misrepresentation of information may result in refusal of license and/or criminal charges.

Signature: _____

Print name: _____

Title: _____

Corporation or association name: _____

Date: _____

NOTARIZATION OF AFFIDAVIT

Note to Notary: You must verify the affiant's identification through documentation and have the affiant swear or affirm that the above information is true to the best of his/her knowledge and belief.

State of _____

County /city of _____

Subscribed and sworn before me on this _____ day of _____, 20 _____

Notary public signature: _____

My notary commission expires _____

Registration number: _____
(required of Virginia-appointed notaries public)

Notary Stamp (required of Virginia-appointed notaries public)