Arizona Department of Liquor Licenses and Control
800 W Washington 5th Floor
Phoenix, AZ 85007-2934
www.azliquor.gov
(602) 542-5141

FOR DLLC USE ONLY
Event Date(s):
Event time start/end:
CSR:
License:

APPLICATION FOR SPECIAL EVENT LICENSE
Fee= $25.00 per day for 1-10 days (consecutive)
Cash Checks or Money Orders Only

A service fee of $25.00 will be charged for all dishonored checks (A.R.S. § 44-6852)

IMPORTANT INFORMATION: This document must be fully completed or it will be returned.
The Department of Liquor Licenses and Control must receive this application ten (10) business days prior to the event. If the special event will be held at a location without a permanent liquor license or if the event will be on any portion of a location that is not covered by the existing liquor license, this application must be approved by the local government before submission to the Department of Liquor Licenses and Control (see Section 15).

SECTION 1 Name of Organization: Emmanuel Lutheran Church

SECTION 2 Non-Profit/IRS Tax Exempt Number: # 93816

SECTION 3 The organization is a: (check one box only)

☐ Charitable ☐ Fraternal (must have regular membership and have been in existence for over five (5) years)
■ Religious ☐ Civic (Rotary, College Scholarship) ☐ Political Party, Ballot Measure or Campaign Committee

SECTION 4 Will this event be held on a currently licensed premise and within the already approved premises? ☐ Yes ■ No

Name of Business _____ License Number _____ Phone (include Area Code) _____

SECTION 5 How is this special event going to conduct all dispensing, serving, and selling of spirituous liquors? Please read R-19-318 for explanation (look in special event planning guide) and check one of the following boxes.

☐ Place license in non-use
☐ Dispense and serve all spirituous liquors under retailer's license
■ Dispense and serve all spirituous liquors under special event
☐ Split premise between special event and retail location

(IF NOT USING RETAIL LICENSE, SUBMIT A LETTER OF AGREEMENT FROM THE AGENT/OWNER OF THE LICENSED PREMISE TO SUSPEND THE LICENSE DURING THE EVENT. IF THE SPECIAL EVENT IS ONLY USING A PORTION OF PREMISE, AGENT/OWNER WILL NEED TO SUSPEND THAT PORTION OF THE PREMISE.)

SECTION 6 What is the purpose of this event? ■ On-site consumption ☐ Off-site (auction) ☐ Both

SECTION 7 Location of the Event: 7763 E. Long Look Drive, Prescott Valley AZ 86314

Address of Location: 7763 E. Long Look Drive, Prescott Valley, Yavapai AZ 86314
Street City COUNTY State Zip

SECTION 8 Will this be stacked with a wine festival/craft distiller festival? ☐ Yes ■ No

SECTION 9 Applicant must be a member of the qualifying organization and authorized by an Officer, Director or Chairperson of the Organization named in Section 1. (Authorizing signature is required in Section 13.)

1. Applicant: Rebholz, Carole 10/28/43
Last First Middle Date of Birth
2. Applicant's mailing address: 13127 E. Brokton Ln., Prescott Valley AZ 86315
Street City State Zip
3. Applicant's home/cell phone: (928) 227-3923 Applicant's business phone: (928) 772-4135
4. Applicant's email address: jimrebholz@yahoo.com

Individuals requiring ADA accommodations call (602)542-9027.

SECTION 10

1. 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.)**

2. 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).)

3. 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.)

4. 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 Emmanuel Lutheran Church Percentage: 100%

Address 7763 E. Long Look Dr., Prescott Valley AZ 86314
Street City State Zip

Name N/A Percentage: N/A

Address N/A
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.)

Ø Number of Police 2-3 Number of Security Personnel ☐ Fencing ☐ Barriers

Explanation: 1 security guard per fifty (50) persons

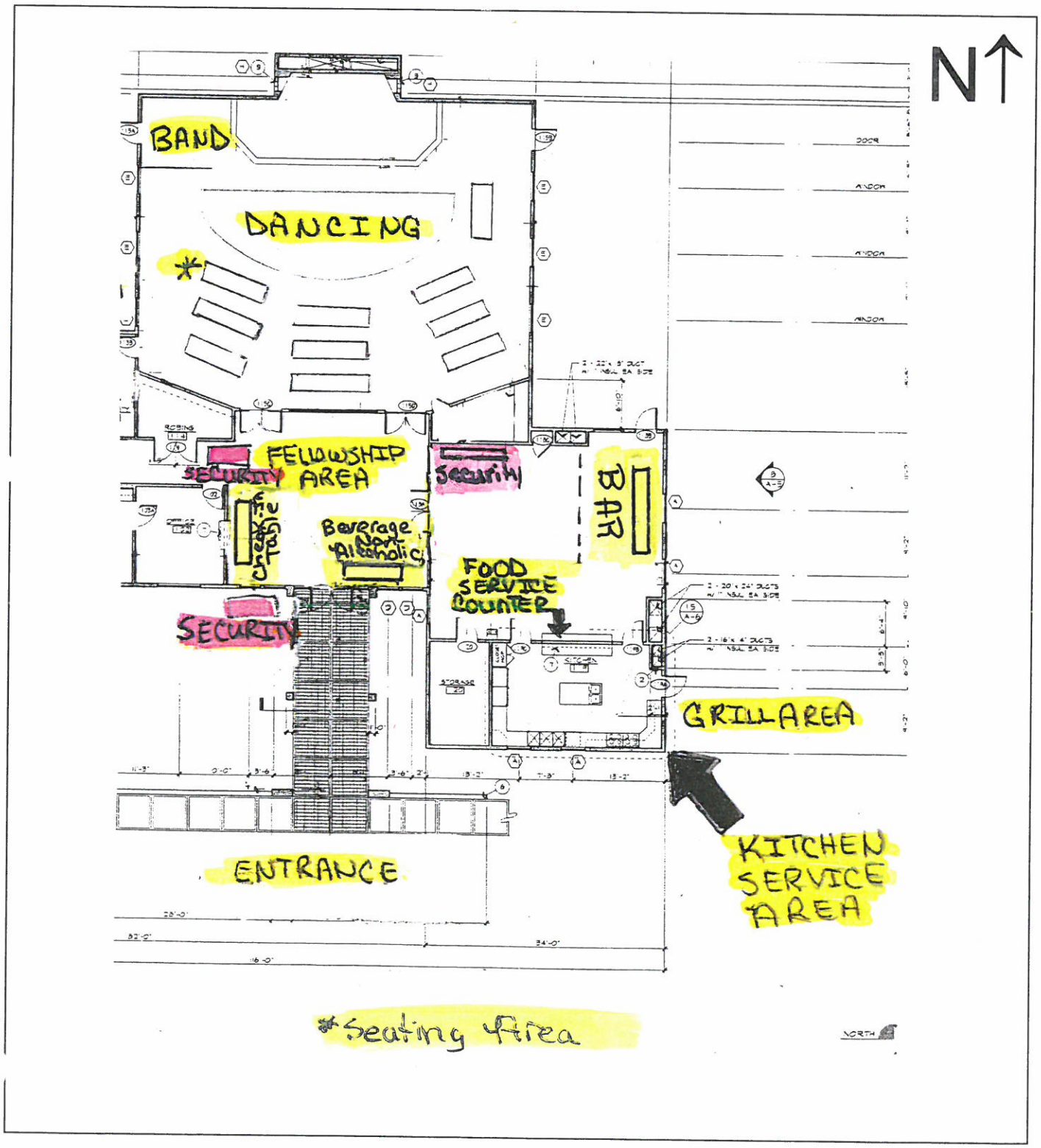
SECTION 11 Dates and Hours of Event. Days must be consecutive but may not exceed 10 consecutive days.
See A.R.S. § 4-244(15) and (17) for legal hours of service.

PLEASE FILL OUT A SEPARATE APPLICATION FOR EACH "NON-CONSECUTIVE" DAY

	Date	Day of Week	Event Start Time AM/PM	License End Time AM/PM
DAY 1:	10/29/16	Saturday	4:00 pm	8:00 pm
DAY 2:				
DAY 3:				
DAY 4:				
DAY 5:				
DAY 6:				
DAY 7:				
DAY 8:				
DAY 9:				
DAY 10:				

SPECIAL EVENT LICENSED PREMISES DIAGRAM
(This diagram must be completed with this application)

Special Event Diagram: (Show dimensions, serving areas, and label type of enclosure and security positions)
NOTE: Show nearest cross streets, highway, or road if location doesn't have an address.



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

I, (Print Full Name) CAROLE REBHOLZ declare that I am an Officer, Director or Chairperson of the organization filing this application as 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 Number
Carole Rebholz	Kitchen Chair	7-29-16	928-227-3923

The foregoing instrument was acknowledged before me this 29th (Day) July (Month) 2016 (Year)

State Arizona County of Yavapai

My Commission Expires on: 4-25-2017 (Date)

June C. Catanzarite (Signature of Notary Public)

June C. Catanzarite
Notary Public-Arizona
Yavapai County
Comm. Exp April 25, 2017

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

I, (Print Full Name) CAROLE REBHOLZ declare that I am the APPLICANT filing this application as 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 Number
Carole Rebholz	Kitchen Chair	7-29-16	928-227-3923

The foregoing instrument was acknowledged before me this 29th (Day) July (Month) 2016 (Year)

State Arizona County of Yavapai

My Commission Expires on: 4-25-2017 (Date)

June C. Catanzarite (Signature of Notary Public)

June C. Catanzarite
Notary Public-Arizona
Yavapai County
Comm. Exp April 25, 2017

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.

SECTION 15 **Local Governing Body Approval Section.**

I, _____ (Government Official) _____ (Title) recommend ☐APPROVAL ☐ DISAPPROVAL

On behalf of _____ (City, Town, County), _____ (Signature), _____ (Date), _____ (Phone)

SECTION 16 **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.

Individuals requiring ADA accommodations call (602)542-9027.

PRESCOTT VALLEY

www.pvaz.net

FEES

Annual Town of PV Business License(Fee Not Required) #_____
Regular Special Event-$15 per event & per location _____
Special Event Liquor License-$75.00 per event _____
Non-Profit-No Fee-**need a copy of IRS 501(c)3** ✓
Carnivals/Circuses-$120 per day _____
Rodeo-$30 per day _____

APPLICATION FOR SPECIAL EVENT LICENSE
TOWN OF PRESCOTT VALLEY-TOWN CLERK
7501 EAST CIVIC CIRCLE
PRESCOTT VALLEY AZ 86314
928.759.3135 FAX 928.759.5536 clerk@pvaz.net

STAFF ONLY

NAME OF EVENT Oktoberfest 2016

PHYSICAL LOCATION OF EVENT 7763 E. Long Look Dr., PV AZ 86314
Attach 8" X 11" site plan if applicable

DATE(S) OF EVENT October 29, 2016

BUSINESS/VENDOR NAME Emmanuel Lutheran Church

CONTACT PERSON First & Last name Carole Rebholz

MAILING ADDRESS 7763 E. Long Look Drive

CITY Prescott Valley STATE AZ ZIP 86314

PHONE (928) 772-4135 EMAIL emmanuelelca@gmail.com

ARIZONA TPT SALES TAX # N/A REQUIRED IF SELLING PRODUCTS/TICKETS

DESCRIPTION OF BUSINESS Lutheran Church NON-PROFIT YES ✓ NO ___

USE OF TENT – Permit may be required	YES ___	NO ✓
NOTIFY FIRE DEPT 928.759.9933	YES ___	NO ✓
NOTIFY BUILDING DEPT 928.759.3050	YES ___	NO ✓
FOOD VENDOR - Food Handlers Permit	YES ✓	NO ___
YAVAPAI COUNTY HEALTH 928.771.3122		
TOWN PROPERTY & FACILITIES RENTAL		
PARKS & RECREATION 928.759.3090	YES ___	NO ✓
CERTIFICATE OF INSURANCE (FOR PARKS)	YES ___	
$1,000,000 Liability with Endorsement		
CARNIVAL OR CIRCUS		
CERTIFICATE OF INSURANCE (FOR CARNIVAL/CIRCUS)	YES N/A	
$1,000,000 Liability with Endorsement		
LIQUOR PERMIT NEED 30 DAY ADVANCE NOTICE	**LIQUOR PERMITS ONLY(below this line)**	
REQUEST LETTER TO MAYOR/COUNCIL	YES ✓	
Explaining all details of event		
CERTIFICATE OF INSURANCE (FOR LIQUOR)	YES ✓	
$1,000,000 Liability with Endorsement		
SECURITY- One security guard per 50 people	YES ✓	
EXISTING LIQUOR LICENSE/Extension of Premises	YES ___	NO ✓

APPLICANT SIGNATURE Carole Rebholz **DATE** 7-29-16

cc: Police Dept; Zoning/Code Enforcement; Management Services; Parks & Recreation; CYFD