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 Shoreline, WA 98133 (206) 546-5863
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Authorization to Serve Alcoholic Beverages on Campus & Apply for Liquor Permit

THIS FORM MUST BE COMPLETED AND SUBMITTED TO THE SCC FACILITIES RENTAL OFFICE AT LEAST 3 WEEKS PRIOR TO THE SCHEDULED EVENT DATE. COMPLETING THIS FORM DOES NOT GUARANTEE THAT THE CLIENT WILL BE PERMITTED TO SERVE ALCOHOL. WRITTEN APPROVAL FROM THE VICE PRESIDENT OF ADMINISTRATION AT SHORELINE COMMUNITY COLLEGE MUST BE OBTAINED ON THIS FORM BEFORE A WASHINGTON STATE BANQUET OR SPECIAL EVENTS PERMIT APPLICATION IS SUBMITTED TO WASHINGTON STATE LIQUOR CONTROL BOARD. INFORMATION REGARDING ORDERING ALCOHOL SERVICE AND/OR GETTING A WASHINGTON STATE LIQUOR PERMIT CAN BE OBTAINED BY CONTACTING SCC FACILITY RENTAL OFFICE AT 206.546.5863 OR <http://liq.wa.gov/licensing/special-licenses-and-permits>.

1. APPLICANT INFORMATION

Name of Organization or Club _____	Date Submitted _____
Name of Applicant _____	Indicate: Faculty, Staff, Community _____
Applicant's Billing Address _____	Email: _____
(____) _____ Telephone	(____) _____ Alternate Telephone
	(____) _____ Fax

2. DESCRIPTION OF EVENT—PURPOSE OF SERVING ALCOHOLIC BEVERAGES (including how it is to be served, ticketing and distribution, type of alcohol, etc.) *Note: No hard liquor is permitted.

3. ATTENDANCE

Members/Staff	
Guests	
Attendees under Age 21	
<i>Total Attendance</i>	

4. EVENT DETAILS

Date (s) of Event: _____	Location on campus _____
Event time: Start Time: _____ am/pm	End Time: _____ am/pm
Type of alcohol served: _____	
Alcohol to be served: Start Time: _____ am/pm	End Time: _____ am/pm
WA State Licensed Server name(s) and #: _____	

5. COMPLIANCE RESPONSIBILITY:

I accept responsibility for compliance with the Washington State of Washington Law, regulations established by the Washington State Liquor Control Board, and policies and procedures of Shoreline Community College, Shoreline Washington. Applicable permits will be prominently posted at the above event. **I acknowledge that additional SCC security and/or King County Police supervision will be required to be present when alcohol is served at my event on campus, at my expense.** I have reviewed the alcohol section of the *SCC Facility Usage Guidelines and Procedures* document posted on the website at: <http://new.shoreline.edu/roomrentals/default.aspx/>

Applicant's Signature: _____ Dated _____

THIS SECTION FOR COLLEGE USE ONLY

RESERVATION # _____

If Outside Rental —SCC Facilities Rental Approval: _____ Dated: _____

If SCC Event—Faculty or Department Approval: _____ Dated: _____

Main Campus Rental events—Lancer Representative: _____ Dated: _____

SCC Director Auxiliary & Administrative Services: _____ Dated: _____

Authorization to Serve Alcoholic Beverages on Campus & Apply for Liquor Permit

In order to serve alcohol on the Shoreline Community College campus the Applicant MUST have the following items in place before the event start date:

- *Completed Authorization form;*
- *Approval signature(s) from the SCC Vice President of Administrative Services, SCC Facility Rental Representative, SCC Faculty/Department Representative (if event is college sponsored), and /or Campus Food Services Contract Representative;*
- *Banquet or Special Events permit to serve alcohol obtained from the Washington State Liquor Control Board;*
- *Room reservation confirmation, including reservation number and documentation, and /or a signed SCC Facility Rental agreement.*

SCC students and student Clubs and Organizations are prohibited to serve alcohol at campus events and activities.

If the Applicant is faculty or staff employed by the college, or of the event is college sponsored, this Application form must also include a signature from Faculty or Department Representative.

No one under the age of 21 years will be in attendance at the event where alcohol is served on the campuses of Shoreline Community College. Some exclusions may apply if minor children are sequestered and supervised in another room/facility on campus. Check with the SCC Facility Rental office to ensure you are in compliance.

Continuing education or college classes serving alcohol, such as a wine tasting class, also require an SCC Application form to be completed before the banquet or special events permit is obtained from the WA State Liquor Control Board. They will need to hire personnel to serve the alcohol who have valid State Pouring Licenses.

If the Applicant is obtaining liquor for the rental event or activity on campus, the Applicant must contact the Campus Food Services management, located in the 9000 PUB building. Campus Food Services management will arrange for corkage fees, glassware rental, and personnel with valid State Pouring Licenses for serving the alcohol. Additional fees will be charged directly to the Applicant for these services. Waivers provided by the Campus Food Services management must be in writing and the SCC Facility Rental office must receive a copy at least 3 weeks prior to the event date.

The Applicant will purchase all alcohol and obtain a Banquet or Special Events permit as required by the Washington State Liquor Control Board. The permit must be posted at the event.

No hard liquor is permitted on campus.

The Applicant will accept responsibility for compliance with the Washington State of Washington Law, regulations established by the Washington State Liquor Control Board, and policies and procedures of Shoreline Community College, Shoreline Washington.

The Applicant will be required by the College to have one or more King County Officers and/or SCC Security guards present during the time the alcohol is being served at the event. The Applicant, or college department organizing the event, will pay for the additional security.

Instructions:

1. Please complete all sections of this form before submitting it to the SCC Main Campus Facility Rental office located in the 9000 Bookstore, lower level.
2. Allow at least **3 weeks in advance of the event for processing time.**
3. The college will notify Applicants whether or not the application has been approved.
4. Once approval has been granted by authorized college personnel and SCC Vice President of Administrative Services, the Applicant will receive a copy of the form for their records.
5. Contact Campus Food Services management least 3 weeks in advance of the event, especially if the event requires serving of the alcoholic beverages to the public or a group. Campus Food Services management can be reached at 206-546-6918, scccampuscatering@shoreline.edu.

Special Occasion Licenses

A special occasion license allows a bona fide nonprofit organization to sell liquor at a specific time, date and place. Examples of events include fundraising dinners, gala events, auctions, and wine tastings.

- Cost: \$60 per day, per location
- [Applications available online](#) or at [state and contract liquor stores](#)
- Submit your application and fee 45 days before the event to: Washington State Liquor Control Board Licensing and Regulation Division: P.O. Box 43085 Olympia, WA 98504-3085
- Available to bona fide nonprofit organizations
- Allows sales of spirits, beer and wine by individual serving for on-premises consumption
- The local authority (i.e. mayor or county executive) will be notified of your application and have the opportunity to weigh in on the application
- Organizations are limited to 12 single-day events per calendar year
- Special occasion licensees may not advertise or sell alcohol below cost
- Beer or wine may be purchased wholesale or retail, at full retail price.

Banquet Permits

Banquet permits are to be purchased for events where liquor will be served that are not business or promotional, but instead invite only gatherings such as weddings, company banquets, retirement parties, and club, organization or church events.

Banquet permits are available to for-profit businesses, societies, organizations, and individuals, Retail liquor businesses may not use banquet permits. Liquor is to be free of charge or brought to the event by those invited.

- [Applications available online](#) or at [state and contract liquor stores](#)
- Banquet permits cost \$10 per day for your event, so, a three day events costs \$30. Note that you will need an email address and a credit or debit card to complete this transaction.
- All banquet permit sales are final and no refunds will be issued
- Banquet permits are available to for-profit businesses, societies, organizations, and individuals
- Attendance must be by invitation only, and the event may not be open or advertised to the public
- Liquor must be free of charge, or brought by individuals attending the event. No separate or additional charge may be made for liquor, and donations cannot be accepted
- The event cannot be for business promotions
- Liquor must be purchased from a retail store at full retail price
- Package deals are allowed that may include, for example, the cost of dinner, liquor and entertainment. To ensure participants receive an equal share, tickets exchangeable for drinks may be issued as part of the package price. No profit may be made from the packaged deals
- You must obtain any required permits from your local authorities and the facility where the event will be held, when you host an event in a public place

A banquet permit is *not* required when all of the following apply:

- The event is hosted by an individual, not an organization or business entity
- Guests are not charged for admission or anything provided at the function (e.g. ice, setup, food, hors d'oeuvres, etc.).
- "Charge" includes donations, dues, fees, or otherwise
- The event would normally be held in the individual's private home, but is so large that a separate facility is needed to accommodate it
- The facility where the event is held is closed to the general public during the event and does not have a liquor license
- There is no business purpose for the event or any financial gain
- When you purchase your banquet permit online, an email copy of it is sent to your local liquor enforcement office. Officers can visit gatherings, so it is important that you sign and post a copy of your permit at the location where you will be serving the alcohol at your event.
- If you have questions about banquet permits, call the Licensing Customer Service desk at (360) 664-1600 (select option 1).