



**Town of Paradise Valley  
Special Event Liquor License  
Checklist**

This checklist is intended to help the applicant review what is needed/required to insure a complete application. Special Event Liquor Licenses must be approved by the Town Council which meets twice a month. Because of the time it takes for the Town to review the application and schedule it for Town Council consideration, **applicants are requested to submit the application 6 to 8 weeks before the special event.** If there are any questions relating to this application please call the Town Clerk's Office at (480) 348-3610.

Yes  No 1. Are Sections 1 through 10 on the Arizona Department of Liquor Licenses & Control, Special Event License Application (hereinafter referred to as the State form) request form answered in a complete and thorough manner?

Yes  No 2. Is there a cover letter to the applicant explaining: **(if not please attach one)**

A. The exact location/s of the event?

B. Dates and times of individual events providing exact locations where alcoholic beverages will be served along with the types of beverages (example: beer, wine, mixed drinks, etc.)? (PLEASE REMEMBER, the location/s must be fully recognizable and understandable to those not familiar with the actual physical layout or location of the event.)

C. Are all security and/or controls indicated in the application or cover letter fully detailing the precautions that will be taken to prevent the distribution and/or consumption of alcoholic beverages in accordance with State law?

Yes  No 3. If the applicant (people and/or organization/s listed in the application) has been issued a special event license during the past year (relating to Section 10, question 2 on the State form), have you included the number of times that permits were issued along with the dates and locations for these events in your cover letter?

Yes  No 4. Is there a contract to support ARS §4-203.02.E which requires "the qualified organization must receive at least twenty-five percent of the gross revenues of the special events, which shall be supported by a contract between the parties to be supplied at the time of the application"? (Section 10, Question 5)

Yes  No 5. Is Section 6 fully and accurately answered indicating the number of people providing security and the types of security and control measures the applicant will be taking to prevent liquor law violations?

Yes  No 6. Does the diagram of the special event license show all dimensions, serving areas, fencing, barricades or other control measures and security positions as required by Section 11 on the State form? If additional diagrams or maps are needed, are they attached? (PLEASE REMEMBER, the location/s indicated may not be fully recognizable or familiar to those reviewing the application for the event.)

Yes  No 7. Has the state application been signed?

Yes      No 8. Is the applicant willing to comply with Town Code, Article 10-7 relating to Control of Excessive Noise, during the time period/s and at all locations indicated in the application, with all terms of the Special Use Permit applicable to the premises, with all applicable requirements of Title 4 of Arizona Revised Statutes (Alcoholic Beverages), and with all other stipulations?

     Yes      No 9. Will the applicant be willing to comply with any and all stipulations as required by the Town of Paradise Valley Town Council?

     Yes      No 10. Has the applicant attached a check made out to the Town of Paradise Valley in the amount of \$25.00?