

**PROCEDURE FOR WYCKOFF NON-PROFIT ORGANIZATIONS TO OBTAIN A
ONE DAY LIQUOR LICENSE/ SOCIAL AFFAIR PERMIT FROM THE STATE OF NEW JERSEY**

1. **Regulations Regarding Non-Profits Hosting an Event Where Alcoholic Beverages are Served:**
 - The New Jersey Alcoholic Beverage Control (ABC) regulations require all non-profit organizations to obtain a One Day Liquor License/Social Affair Permit when the non-profit organization profits from the sale or service of alcoholic beverages during an event. A non-profit organization profits from the sale of alcohol either by directly charging for alcoholic beverages during an event or through the sale of tickets for admission to an event that serves alcoholic beverages where alcoholic beverages are included in the ticket price. Also, a one day liquor license/social affair permit is required even if the event occurs at a premise that has a consumption liquor license (restaurants) if the non-profit organization benefits monetarily for alcoholic beverages by way of ticket sales or direct sale of alcohol. If, however, the owner of a licensed premise is the only entity that profits from the sale or service of alcohol at an event sponsored by a non-profit organization through a cash bar, then a one day liquor license/social affair permit is not necessary.
2. **How to Submit an Application for a One Day Liquor License/Social Affair Permit:**
 - Pick up a one day liquor license/social affair permit application at Town Hall, 340 Franklin Avenue, Wyckoff, NJ from the Municipal Clerk Monday-Friday 9:00 am – 4:30 pm or download a copy from www.wyckoff-nj.com.
 - Complete the application, have the authorized officer of the organization & the person in charge of the premise where the function will be held sign and date the application and return it to the Municipal Clerk.
 - The application is carefully reviewed and if approved, it is signed by the Police Chief and Municipal Clerk.
 - The applicant collects the completed and signed application for a one day liquor license/social affair permit from the Municipal Clerk's office **and the applicant mails the application to the ABC in Trenton, NJ** with a fee from \$100 to \$150 per day as stipulated on the application. If this is the applicant's first social affair permit application, the applicant must also attach their organizations specific proof of non-profit status as outlined on the application, and the ABC after its review of the application issues the liquor license and mails the license to the applicant. Proof of non-profit status is required for first time applicants only.
 - When you receive your approved one day liquor license from the ABC, you must make a copy and deliver it to the Municipal Clerk at least one day prior to the date of the event. The non-profit organization shall designate a representative who shall be on site during the event and monitor the sale of alcohol. The license must be displayed and visible in the immediate area of where the alcohol is being served.
 - **This process will take one (1) to two (2) months for first time applicants to obtain the permit, this process will take up to one (1) month for organizations who have previously applied for and received a social affair permit from the ABC, so plan the date of your event accordingly.**
 - An application to the ABC is required for each non-profit event where the non-profit organization will benefit from the sale of alcohol and no more than 12 one day liquor license/social affair permits will be issued to an applicant in a calendar year. No more than 25 permits will be issued at any one (1) location in a calendar year.
 - Questions about one day liquor licenses/social affair permits can be directed to the Municipal Clerk at 201-891-7000 X102.

My signature acknowledges that I have received this one (1) page instruction guide.



STATE OF NEW JERSEY
DEPARTMENT OF LAW AND PUBLIC SAFETY
DIVISION OF ALCOHOLIC BEVERAGE CONTROL
P.O. BOX 087, 140 EAST FRONT STREET
TRENTON, NJ 08625-0087

**APPLICATION FOR
SOCIAL AFFAIR PERMIT [SA]**

APPLICATION MUST BE SUBMITTED AT LEAST TWO WEEKS PRIOR TO THE EVENT

Applications must be accompanied by a fee of \$100.00 PER DAY for Civic, Religious, or Educational Organizations; \$150.00 PER DAY for all other NON-PROFIT organizations, in the form of a check or money order payable to the DIVISION OF ALCOHOLIC BEVERAGE CONTROL.

NOTICE: ORGANIZATIONS MAKING APPLICATION FOR THE FIRST TIME, MUST SUBMIT PROOF OF NON-PROFIT STATUS IN NEW JERSEY. COMBINATIONS OF CERTIFICATE OF INCORPORATION, CHARTER OR BY-LAWS, FEDERAL TAX EXEMPT CERTIFICATE, FINANCIAL RECORDS AND MEMBERSHIP LIST (NAMES AND ADDRESSES INCLUDED) ARE ACCEPTABLE FORMS OF PROOF. THE DIVISION OF ALCOHOLIC BEVERAGE CONTROL RESERVES THE RIGHT TO REQUEST ADDITIONAL INFORMATION IF DOCUMENTATION SUBMITTED IS NOT SUFFICIENT.

Pursuant to **N.J.S.A. 33:1-74** and **N.J.A.C. 13:2-5.1**, the undersigned makes application for a Special Permit to sell, dispense and serve alcoholic beverages for consumption at an affair as stated herein:

Organization Information

1. Name of Organization: _____
Address: _____
2. Does organization hold a liquor license? Yes ☐ No ☐ If yes, _____ - 31 - _____
(CLUB LICENSE'S ONLY)
3. Has organization held a special permit for Social Affair during the past 3 years? Yes ☐ No ☐ If no, supply proof of non-profit status from **NOTICE** paragraph above. Previous Permit No: _____
4. Contact _____ Phone Number: _____
5. E-mail address _____
6. Mailing address _____

Premises Information

7. Location of premises where affair will be held: (Describe Specifically)
Name of premises _____
Address of premises _____
8. Is the above named premises licensed? Yes ☐ No ☐ If yes, _____ - _____ - _____
9. Are the premises where the affair is to be held owned by a municipality, county or state? Yes ☐ No ☐
If yes, state the name of owner _____
For what purposes are premises used? _____
Does the premise conduct mercantile business? Yes ☐ No ☐ If yes, what is sold? _____

Event Information

10. What date(s) will affair be held and between what hours alcoholic beverages will be dispensed (Dates must be consecutive to be on one application):

MM/DD/YY	START	END
/ /	am ☐ pm ☐	am ☐ pm ☐
/ /	am ☐ pm ☐	am ☐ pm ☐
/ /	am ☐ pm ☐	am ☐ pm ☐

Rain Date (only one rain date): _____

11. What is the specific fundraising event being held? _____
12. How is a charge assessed? Ticket ☐ Contribution ☐ Other: _____
(SPECIFY OTHER)
13. Who is the recipient of the proceeds? _____

14. Check the types of alcoholic beverages to be dispensed if permit is granted:
Wine ☐ Distilled Spirits ☐ Malt Alcoholic Beverages ☐

15. What are cup sizes for alcoholic beverages? Wine _____ Beer _____ Spirits _____

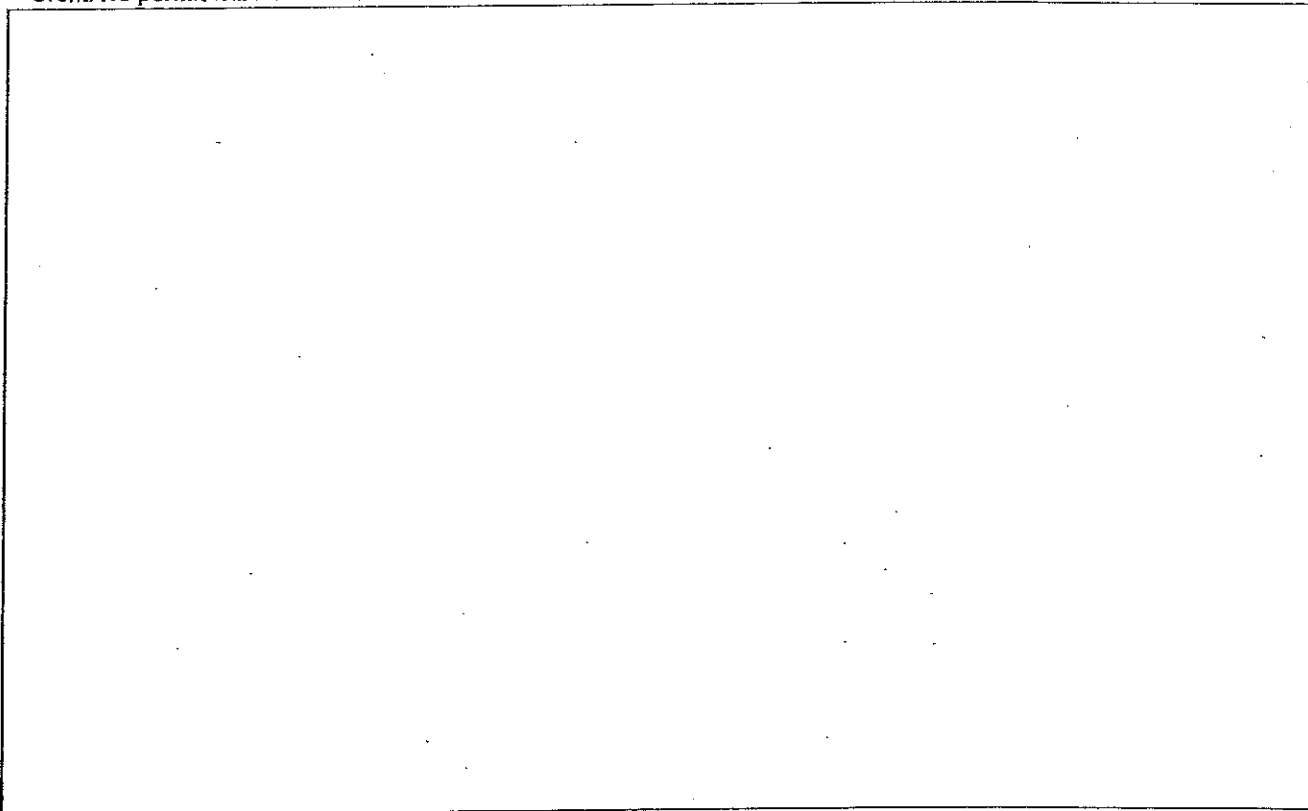
16. How many people are expected to attend your event on a daily basis? _____

17. What is the approximate age group of the attendees? _____

18. Will persons under the legal age to consume alcohol be in attendance? Yes ☐ No ☐

19. Explain in detail the security plans for the event. The plan should include the number of people checking for ID's, plans to prevent pass-offs to minors, the type of security at the event, the limit of alcoholic beverages per transaction, and any other relevant information pertaining to the event. *Please attach another sheet if necessary.*

20. Please use the space below or attach a detailed sketch of the area to be licensed. The sketch should include entrances and exits, ID checking area(s), location of where alcoholic beverages will be dispensed and any other relevant information pertaining to the event. **No permit will be issued if a sketch is not attached.**



Event Organizer Information

Is the event being handled by a promoter, Production Company, or other entities? Yes ☐ No ☐ If yes, attach contract.

Company Name _____

Company Contact _____

Phone Number _____ X _____ Title _____

NO PERMIT WILL BE GRANTED UNLESS WRITTEN APPROVALS FOR BELOW ARE OBTAINED
ORIGINAL SIGNATURES ONLY

If a Special Permit is granted, applicant agrees that alcoholic beverages will not be sold or served to anyone under the legal age, nor will such persons be permitted to consume alcoholic beverages at aforesaid affair and certifies that all conditions set forth in said Permit, all rules and regulations pertaining thereto and all ordinances and/or resolutions of the municipality where aforesaid affair is to be held will be complied with; and that permission is hereby given the Director of the Division of Alcoholic Beverage Control, Division of Taxation, and their duly authorized investigators and agents, and to any local peace officer to investigate the sale of alcoholic beverages at the social affair for which this application is made.

Gambling, mock gambling and gambling paraphernalia are not permitted on the premises licensed by the Special Permit unless otherwise approved by the Legalized Games of Chance Commission (973) 273-8000. I HEREBY CERTIFY THAT THIS ORGANIZATION HAS NOT EXCEEDED ITS LIMIT OF 12 SPECIAL PERMITS DURING THIS CALENDAR YEAR.

(Signature of Authorized Officer and Title)

(Name of Organization)

Date of Signature _____

I hereby certify that there is no objection to the granting of a Special Permit to above applicant to sell alcoholic beverages at the affair to be held on aforesaid date and premises, subject to, however, the following Special Conditions (if any):

(Signature of Chief of Police)

(Municipality where affair is to be held)

Date of Signature _____

I hereby certify that the License Issuing Authority of this municipality has no objection to the granting of a Special Permit herein applied for and consents thereto. I further certify that the issuance of said Permit is not contrary to any local ordinance, resolution, regulation or policy which would prohibit same.

(Signature of Clerk)

Date of Signature: _____

(Municipality where affair is to be held)

.....
The following consent is to be signed by the person so authorized of the premises where the affair is to be held.

I hereby certify that I am the person in charge of the premises upon which the herein affair will be held, that I am fully authorized to and do hereby certify that there are no objections to the sale and service of alcoholic beverages upon such premises at such affair. I HEREBY CERTIFY THAT THIS PREMISE HAS NOT EXCEEDED ITS LIMIT OF 25 SPECIAL PERMITS DURING THIS CALENDAR YEAR.

(Signature and Title)

Date of Signature _____

Church

NOTE: THE DIVISION MUST BE NOTIFIED FOR CANCELLATION OR RESCHEDULING PRIOR TO THE DATE OF THE EVENT.

Issuance of the Special Permit will allow the organization to purchase alcoholic beverages for resale at the affair specified in the application from any licensed wholesaler or retailer. All advertising, tickets, etc., for the affair which contain reference to alcoholic beverages must include this Permit Number.