



Michigan Department of Licensing and Regulatory Affairs
Michigan Liquor Control Commission (MLCC)
7150 Harris Drive, P.O. Box 30005 - Lansing, Michigan 48909-7505
(517) 322-1326 toll free (866) 813-0011 www.michigan.gov/lcc

Requirements Checklist

Special License for Consumption on the Premises (issued under R436.575)

The following checklist is intended to assist you in completing your Application for Special License. Make sure you read the entire application carefully prior to submitting your request to the Commission for consideration.

Reminder: Failure to submit your application and fees a minimum of 10 days prior to your event may result in no license being issued.

☐ **Payment for license(s)** - See page 1 of Instructions for Special Licenses for fee information.

Part I of Special License Application (Pages 4 & 5):

☐ Detailed Diagram - Submit if event is taking place outside.

Diagram must contain the dimensions and how the area will be contained, secured and monitored to prevent sales to minors and sales to visibly intoxicated persons.

☐ Church or School Approval

Is there a church or school located within 500 feet of the scheduled event?

☐ Yes ☐ No

If you marked "yes" the clergyman from the church and/or the school superintendent must complete and execute Section 6 of the application. The local police department will also be required to note the location of the church or school in their approval in Section 9.

☐ Make sure both of the officer's signatures are witnessed and notarized at the bottom of the application.

Organization Board Resolution (Page 6):

☐ Certified copy of the resolution of the membership or board of directors authorizing the application must accompany the application to the Commission, pursuant to R436.576. (Or a certified copy of the organizations minutes will be accepted)

Part II of Special License Application - Bond (Page 7):

☐ Verify information is correct on bond:

1. Complete name of organization must be stated.

2. Address of event must be concise; include the city/township/village name of where the event is to be held.

3. Verify that the effective date is the date that the event is to be held.

4. Make sure the bond includes both the signature of the officer of applying organization and the insurance agent. Also verify that the power of attorney is attached.

**Note: No bond is required for church or school entities*

Extras:

☐ If the event is being held on Sunday please complete question 8 on the Application for Special License (page 5)

☐ If the event will take place at a military installation or facility operated by the military, complete Part III on page 8.

☐ Street Closure Approval - If event is located on city/village street.

☐ Escrow letter - If the event is taking place at a location where there is a liquor license currently issued.

☐ Concession Agreement - Required if organization is contracting with person(s) to operate food business within the event area.

☐ Non-Profit Papers - Must be submitted by any applicant who has not previously provided them to this office.



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**Instructions for Special License
for Sale of Beer and Wine Only and/or Beer, Wine and Spirits
for Consumption on the Premises**

***Application must be submitted to this office not less than 10 days before the date the license is desired. Failure to submit your application a minimum of 10 days prior to your event may result in no license being issued, pursuant to R 436.575.

General Instructions: These instructions apply to Parts I and II of the Application for Special License, and Part III (when required). Each part of the Application for Special License also has more specific instructions which must be followed.

Organization Board Resolution - A certified copy of the resolution of the membership or board of directors authorizing the application must accompany the application to the Commission, pursuant to R436.576. (A certified copy of your organization's minutes may also be submitted)

The Licensing Process

To ensure timely processing, your complete application must be received 10 days before the date the license is desired. Failure to submit all of the necessary information and fees will delay the processing of your application.

Qualifying Organizations

A special license is issued only to non-profit organizations. If your organization has not previously provided proof of your non-profit status (i.e. Charter, Bylaws, Articles of Incorporation, IRS tax exempt verification, etc.), you must submit proof with this application. No organization, including its auxiliaries, may receive more than 12 Special Licenses during a calendar year. Applicants for a Special License must be at least 21 years of age.

License Period

A Special License is good for one day and contains the time period for which it is granted. One (1) Application and one (1) Bond are acceptable for consecutive days of an event at the same location. However, a separate license fee is required for each day of the event.

Location; Restrictions; Diagram Required; Enclosures

Church or School

No Special License may be issued on the premise of, or within 500 feet of a church or school without the applicant obtaining approval from the authorized representative of the church or school. (Part I, Section 6 of the application contains the approval space)

Military Installation

No Special License may be issued for locations on a military installation without the approval of the Armory Board of Control and the legislative body of the local governmental unit. Applicants who secure this approval must also agree to comply with all rules and regulations of the Department of Military Affairs, in addition to those of the MLCC.

Diagram Required

Applicants must provide a detailed diagram of the area to be licensed to both the MLCC and to the local law enforcement office (whose approval must be obtained in Part I, Section 9 of the Application for Special License). The diagram must show a clearly marked area for sales and consumption of alcoholic beverages. If the area is a park, mall, fairground, church grounds, arena, campus, parking lot, vacant lot, etc., have your diagram show the actual dimensions and indicate how you plan to prevent sales to minors and sales to visibly intoxicated persons.

Licensed Location

If the location where you are requesting a Special License is currently licensed, please submit a letter from the licensee stating the license will be placed in to escrow on (event date) while the Special License is in effect (due to the fact that the two licenses cannot be in operation simultaneously) OR a diagram showing the area where the license will temporarily drop space in a portion of the building on (event date) for the Special License organization, and a letter from the licensee requesting the drop space.

License Fees

For Organizations established less than one year: \$50.00 for each separate, consecutive day of the event. if the event is held on a Sunday, an additional \$7.50 Sunday Sales fee may be required.

For Organizations established one year or more: \$25.00 for each separate, consecutive day of the event. If the event is held on a Sunday, an additional \$3.75 Sunday Sales fee may be required.

The fees must be paid by check, bank/postal money order (made payable to the "State of Michigan/MLCC" or by credit card, using the attached Credit Card Authorization Form LCC-3065.

Application Requirements

(Part I)

This form is required for a Special License. The application must be signed by the President and Secretary of the organization, witnessed and notarized. The local police or sheriff (who has primary jurisdiction) must approve the Application for Special License before it is sent to the Commission for consideration. Please allow sufficient time for consideration of the application by the local law enforcement agency.

Enclosures

Diagram - The MLCC must receive a diagram (described on the preceding page) with the application before it will be considered for approval.

Sunday Sales

If the event is to be held on a Sunday and spirits are to be sold (or sales will commence prior to noon), you will need to verify that there are no local prohibitions; if there are, the permit will not be granted.

Bond (Part II)

A 60-day acceptable bond is required with each application. This bond section is to be completed by a bonding/insurance company. Attach the original bond (with Power of Attorney form) to Part I of the application. The bonding company and applicant should both keep a copy. (The president or Secretary of the organization must also sign this bond)

Local Legislative Body Approval (Part III)

If the event is to be held on a military installation, the legislative body of the governmental unit wherein the installation is located must also approve the application. Part IV of this application package must be completed and signed by the clerk.

Disbursements of Profits

Only a nonprofit organization may apply for a Special License. All profits derived from the sale of alcoholic beverages must go to the organization itself and not to any individual, pursuant to R436.574.

If you are holding a fund-raiser for another organization, then a letter from that organization must be submitted with this application indicating that it will receive the proceeds. Within 15 days following the event, your organization must file with the Commission, an accounting statement showing receipts and other disbursements in connection with the event.

Buying Alcoholic Beverages for Resale

All distilled spirits (whiskey, gin, vodka, etc.) must be purchased from a State of Michigan SDD licensee at the established retail price (no discounts).

Beer and wine must be purchased from either a State of Michigan SDM retail licensee or a licensed wholesaler.

B.Y.O.B.

Do not allow B.Y.O.B. (Bring Your Own Bottle) at your event.

Unlimited Quantity of Alcohol

Do not sell, offer to sell, or advertise the sale of unlimited quantity of alcoholic beverages at a **specific** price.

Hours of Operation

Weekdays and Saturdays - Beer, wine, and spirits may be sold from 7:00 a.m. to 2:00 a.m. of the next day, provided that the sale of spirits is legal in the governmental unit where the license is desired.

Sundays - Legal hours of sale on Sundays are from 7:00 a.m. until 2:00 a.m. of the next day provided the sale of alcoholic beverages on Sunday is legal in the governmental unit and the appropriate form and fees are paid.

Food Operation

Organizations that contract with other persons to operate a food business on the special licensed premises must provide a copy of the Concession/License Agreement for review and approval pursuant to R436.1433.

Compliance with Liquor Control Code and Administrative Rules

Organizations receiving a Special License must comply with the laws of the State of Michigan and the rules of the MLCC regarding the sale, furnishing and consumption of alcoholic beverages. Organizations receiving a Special License are responsible for ensuring that all those who will be selling and serving alcoholic beverages are familiar with and will follow the state's liquor laws and rules of the Commission.

An applicant receiving a Special License shall comply with all state and local building, plumbing, zoning, sanitation, and health laws, rules and ordinances as determined by the state and local law enforcement officials who have jurisdiction over the license, pursuant to R436.1003.



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Fax (517) 322-4955

Part I

Application for Special License for Sale of Beer and Wine Only or Beer, Wine and Spirits for Consumption on the Premises

1. Application for: ☐ Wine Auction ☐ Beer & Wine Only ☐ Beer, Wine & Spirits

2. Has your organization received a license before? ☐ Yes ☐ No

3. Is your organization a non-profit entity? ☐ Yes, in existence since (mm/dd/yy) _____ ☐ No - You do not qualify

4. Applicant Information - Contact must be at least 21 years of age to sign and receive a license.

Name of applicant organization: _____

Address of applicant organization: _____

Contact name and phone number: _____

E-mail address and fax for contact: _____

Date of meeting of the membership or board of directors which passed the resolution allowing the application for a special license to the MLCC: _____

*Your application for a Special License will not be considered if a copy of your resolution, or minutes from your meeting is not attached to this application.

****Name and Address of where you would like the license sent (if different from above):**

5. Event Information:

Event date(s) and the hours of operation for each: _____

Type of Event: _____

Location Name: _____

Address of event: _____

This location is in the (city, incorporated village or township) of: _____ County of: _____

Will this event be held outdoors? ☐ Yes ☐ No *If yes, enclose a diagram that contains the dimensions of the area and how it will be contained, secured and maintained to prevent sales to minor and sales to visibly intoxicated persons.

All applicants - We certify that all profits derived from the sale of beer, wine and/or spirits will go to the organization and not to any individual. We further certify that the statements made are true. We further agree to abide by all provisions of the Liquor Control Code and Administrative Rules; that any license issued by the Commission is a contract subject to suspension or revocation by the MLCC, that there shall be no liability on the part of the State of Michigan, the MLCC, or any of its officers or employees by reason of such suspension or revocation, and that the granting of the license does not create a vested right.

President (Print and sign name) _____

Home address and daytime phone _____

Witness (Print and sign name) _____

Notary name, signature and date _____

Notary public, State of Michigan, County of _____ My commission expires _____ Acting in the County of _____

Secretary (Print and sign name) _____

Home address and daytime phone _____

Witness (Print and sign name) _____

Notary name, signature and date _____

Notary public, State of Michigan, County of _____ My commission expires _____ Acting in the County of _____

6. Church or School Approval:

Is the proposed location within 500 feet of a church or school? ☐ Yes ☐ No

*If yes - the church or school officials must approve the application by completing the information contained in this section.

I, the authorized representative of the named church and/or school, state that we have no objection to the issuance of a special license to the applicant organization, at the location entered on the resolution.

Name of church and/or school: _____

Name of clergyman or superintendent: _____

Address of church and/or school: _____

Phone number and e-mail address: _____

X _____

Signature and date of the authorized church clergyman and/or school superintendent: (Attach additional sheets if necessary)

7. Military Installation:

Is the proposed location at a military installation or a facility operated by the military? ☐ Yes ☐ No

If you answered "yes," you must also complete and submit the local government resolution in Part IV of this application package.

Military Agreement Number: _____

We understand the granting of this license and operation under such license are subject to all regulations of the Department of Military Affairs, the provisions of the Liquor Control Code and MLCC Administrative Rules

8. Sunday Sales:

Will this event be held on a Sunday? ☐ Yes ☐ No

If you answered "yes," section 1113, being MCL 436.2113(2), requires that proceeds received from the sale of food and other goods and services will exceed 50% of the total gross receipts on your event date.

Will your event commence prior to noon? ☐ Yes ☐ No If yes, verify that your local unit of government allows early morning sales of alcohol

Will your event include the sale of spirits? ☐ Yes ☐ No If yes, verify that your local unit of government allows sales of spirits on Sundays

9. Police Approval - The agency with primary jurisdiction in the local governmental unit where the event is held must complete this section:

Approval is required of the chief of police or sheriff who has primary jurisdiction where the proposed special license is to be located. Provide a copy of your diagram to the police agency that has jurisdiction over the event.

Is the organization requesting a Sunday Sales Permit to be utilized in conjunction with this event? ☐ Yes ☐ No

Are there any county or local governmental prohibitions against the sale of beer wine and/or spirits for consumption on Sundays? ☐ Yes ☐ No

Is the proposed location within 500 feet of a church or school? ☐ Yes ☐ No *Please enter the name and address of the church and/or school

Name of church and/or school: _____

Name of clergyman or superintendent: _____

Address of church and/or school: _____

Phone number and e-mail address: _____

Attach additional sheets if necessary if there are multiple churches and/or schools located within 500 feet.

I certify that I have investigated the application of this organization for a Special License for the sale of beer and wine or beer, wine and spirits for consumption on the premises and approve the issuance of a license by the Michigan Liquor Control Commission.

Name of law enforcement agency _____

Name and title of approving officer (please print): _____

Signature and date of approving officer: _____

Phone number and e-mail of approving officer: _____



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Certified Resolution of the Membership or Board of Directors Authorizing the Application for Special License

(Authorized by R436.576)

At a _____ meeting of the _____
(regular or special) (membership or board of directors)
called to order by _____ on _____ at _____
(date) (time)
the following resolution was offered.
Moved by _____ and supported by _____
that the application from _____
(name of organization)
for a special license to serve alcohol on _____
(event date(s))
to be located at _____
be considered for _____
(approval or disapproval)

Approval

Yeas: _____
Nays: _____
Absent: _____

Disapproval

Yeas: _____
Nays: _____
Absent: _____

It is the consensus of this body that the application be _____ for issuance.
(recommended or not recommended)

I hereby certify that the foregoing is true and is a complete copy of a resolution offered and adopted by the _____
at a _____ meeting held on the _____
(regular or special) (date)

Name and title of authorized officer (please print): _____
Signature and date of authorized officer: _____
Phone number and e-mail of authorized officer: _____



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PART II

**Bond of Special License for Sale of
Beer, Wine and Spirits for Consumption on the Premises**
(Authorized by MCL 436.1801(1)(b))

*****NOTICE: Bonding Company must attach power of attorney to this form**

Applicant Information:

Name of Organization _____

Location name and address where event is to be held _____

City _____ Township _____ County _____

Know all men by these presents, that the above applicant, as principal,

and _____

of _____ street, city of _____ State of _____

have been authorized to do business in the State of Michigan, as surety, are held and firmly bound unto the People of the State of Michigan in the sum of One Thousand (\$1,000.00) dollars, to the payment whereof, well and truly to be made we bind ourselves, our heirs, executors, administrators, successors and assigns, firmly by these presents.

Sealed with our seals and dated this _____ day of _____, 20____ A.D.

Now therefore the condition of this obligation is such that if the principal shall well and truly keep and perform all and singular the terms and conditions of this contract of license and/or permit and permits, and any modifications thereof, together with all and singular the obligations imposed by the Michigan Liquor Control Code of 1998, as amended, and will comply with all the rules and regulations promulgated by the Liquor Control Commission, and will pay all fines, costs and/or penalties that may be imposed upon him for violations of this Act and/or for violations of the rules and regulations promulgated by the Liquor Control Commission and

Conditioned further, that if the said principal will not directly or indirectly, by the principal, clerk, agent or servant of the principal at any time, sell, furnish, give or deliver any alcoholic liquor to a minor, nor to any adult person who is at the time visibly intoxicated, and that if the said principal will pay all actual damages that may be adjudged to any person or persons for injuries inflicted upon such person or persons either in person or in property of means of support or likewise, by reason of the said principal, selling, furnishing, giving or delivering any such alcoholic liquor, then this obligation shall be void; otherwise to remain in full force and effect.

And the obligors, for themselves, their heirs, executors, administrators, successors or assigns do further covenant and agree with the State of Michigan as follows:

1. That this bond shall be in effect for a period commencing at 7:00 a.m. on _____ (date), if accepted by the

Liquor Control Commission, and shall remain in full force and effect until 60 days after the date of receipt by the Michigan Liquor Control Commission at Lansing of the expired license, at which time it shall terminate as to all acts on the part of the principal subsequent to said date, excepting as may be set forth in this bond, or otherwise limited by law and the rules and regulations of the said Liquor Control Commission. If the effective date of the bond is not filled in, the date of execution shall be effective date of the bond.

2. That all rights and liabilities under this bond shall be governed, controlled and fixed by the terms thereof, and by the law and the regulations made pursuant thereto as the same now exists or may hereafter be modified, amended or supplemented.

Witness our hands and seals this _____ day of _____, 20____ A.D.

Signature of Officer of Special License Applicant _____

Printed (or typed) name of officer and title _____

Attorney-in-fact (print or type name) _____

Attorney-in-fact Signature _____

Name of Surety Company: _____

Address and phone of Surety Company: _____



PART III

Local Legislative Body Resolution for Special Licenses on Military Installations Only

[Authorized by MCL 436.1519]

At a _____ meeting of the _____
(regular or special) (township board, city or village council)
called to order by _____ on _____ at _____ P.M.
the following resolution was offered.

Moved by _____ and supported by _____
that the request from _____
(name of organization)

be considered for _____
(approval or disapproval)

<u>Approval</u>	<u>Disapproval</u>
Yeas: _____	Yeas: _____
Nays: _____	Nays: _____
Absent: _____	Absent: _____

It is the consensus of this legislative body that the application be _____ for issuance.

State of Michigan) SS
County of) (recommended or not recommended)

I hereby certify that the foregoing is a true and complete copy of a resolution offered and adopted by the

_____ at a _____
(regular or special)
meeting held on the _____
(date)

Signed: _____
(township board, city or village clerk)

(address of township board, city or village board)

SEAL





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Business ID: _____

Request ID: _____

CREDIT CARD AUTHORIZATION FORM

Fax completed form to secured number: 517-322-5237

Name _____

Address _____

City _____

State _____

Zip _____

Payment
is for: _____

Phone _____

Transaction Amount: _____

Card Number: _____

Check one: ☐  MasterCard ☐  Visa

Expiration Date: _____

Signature _____

Notice: This form may be used for payment of goods and services offered by the Michigan Liquor Control Commission, with the exception of the purchase of alcoholic beverages.



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Notice to Special Licensees

(Authorized by Act 58, P.A. of 1998)

Like any other licensee of the MLCC, Special Licensees are responsible for following the Liquor Control Code and the MLCC Administrative Rules. Organizations any persons who are running the events should take time to familiarize themselves with the rules that govern the sale of alcoholic beverages. Failure to comply may lead to steep fines and penalties as well as causing dangerous situations to develop.

The following is a synopsis of some important laws and rules. The list is not all inclusive but it will assist you in maintaining a legal and successful operation at your event. Do not take a chance on violating the law or rules. If in doubt about the legality of any activity or function for your event, call your local police department or the closest Liquor Control District Enforcement office (located in Southfield, Lansing, Grand Rapids and Escanaba).

Questions can also be answered at the MLCC Special License unit at (517) 322-1326. You may purchase a copy of the Liquor Control Code and MLCC Administrative Rules by submitting to the address printed above, a check or money order for \$15.00 made payable to the State of Michigan/MLCC. The Code and Rules are also available for download from the MLCC web site at www.michigan.gov/lcc.

Purchases

All your alcoholic beverages must be purchased from an MLCC licensee. Do NOT permit BYOB (bring your own bottle) at your event. Do not sell, offer to sell or advertise an unlimited quantity of alcoholic beverages for a single price.

Profits

Do not permit any person, organization or business entity, other than the licensee, to receive any profit or loss from the sale of alcoholic beverages.

Gambling/Contests

Do not allow gambling other than that which is legal under the state lottery laws. You must obtain a license for legalized gambling from the State Lottery Commission. Ensure that any contests are of a legal nature, and they do not violate any state laws.

Minors

Do not allow anyone who is less than 21 years old to purchase or consume alcoholic beverages. Ask for identification and examine it closely. Employment of a minor under the age of 18 must be in accordance with the Youth Employments Standards Act of June 1, 1978, being MCL436.1707.

Intoxication

Always watch for signs of intoxication and limit sales. **Do not allow anyone who is intoxicated to purchase or consume alcoholic beverages**, or to loiter or congregate on the licensed premises.

Legal Hours

Do not sell alcohol other than beer or wine, on Sundays, unless you have been licensed by the Commission to do so. Do not **sell** any alcohol between 2:00 a.m. and 7:00 a.m. weekdays and 2:00 a.m. and 7:00 a.m. on Sundays. Do not allow consumption of alcohol between 2:30 a.m. and 7:00 a.m. on weekdays and 2:30 a.m. and 7:00 a.m. on Sundays. Do not sell alcoholic beverages between 11:59 p.m. on December 24 and 12:00 Noon on December 25.

Licensed Premises

It is your responsibility to control and properly police the area where the alcoholic beverages are being sold and consumed. Do not permit persons to carry their alcoholic beverages outside the area approved for consumption. If your event is near a residential area, make sure your guests do not disturb or intrude on your neighbor's property.

Other Rules

It is your responsibility to comply with all state and local building, plumbing, zoning, sanitation, and health laws, rules and ordinances as determined by the state and local law enforcement officials who have jurisdiction over the licensee, pursuant to MAC 436.1003.

Cooperation

It is your responsibility to cooperate with all law enforcement officers. Do not allow within or upon the licensed premises any illegal occupation or illegal act.

Remember:

- All codes and rules which apply to a regular licensee of the commission who sells alcoholic beverages for consumption on the premise also apply to a special one-day licensee.
- Violations of any of the Codes and MLCC Administrative Rules, or any other regulations governing the sale of alcoholic beverages for consumption on the premises or the provisions of the liquor control code may result in a stop being placed against your organization for issuance of any additional special licenses.

PLEASE KEEP THIS NOTICE AND POST IT WITH YOUR LICENSE ON THE PREMISES DURING THE HOURS OF OPERATION