

Common Washington State Liquor Control Board Questions

I'm having a private party where I will be serving liquor. Do I need a license?

You may need a banquet permit, which is for a private, invitation only event (not open or advertised to the public). The liquor must be provided free of charge, or brought by individuals attending the event. Package deals are allowed that may include, for example, the cost of dinner, liquor, and entertainment. To assure participants receive an equal share, tickets exchangeable for drinks may be issued as part of the package price. No separate or additional charge may be made for liquor. You can get a banquet permit for \$10 at any local liquor store or agency.

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.
- There is no charge for admission for anything provided at the function (e.g., mixer, setup, ice, food, hors d'oeuvres, etc.). "Charge" includes admission charge, donation, dues, fees, or otherwise.
- The function would normally be held in the individual's private home, but for space considerations, is held in a facility that is: 1) closed off to the general public during the function, and 2) does not have a liquor license.

What kind of license is needed for a nonprofit organization holding a fundraiser?

A special occasion license allows a nonprofit organization to sell liquor at a specified date and place. All proceeds from the sale of liquor must go directly back into the nonprofit. "Selling" includes soliciting donations and most package deals.

The special occasion license fee is \$60 per day, per location and is limited to 12 single day events a year. The organization should apply 30 days before the fundraising event. You can pick up a special occasion license application at any local liquor store or agency, or contact the WSLCB Customer Service desk at (360) 664-1600.