

Special Event Liquor License Process for Applicant

You will need to complete an application for each day of your event if they are not consecutive. If your days are consecutive, then you can fill out one application (i.e.: January 1, 2, 3). If you have days that are not consecutive, then you will need to fill out a separate application for each day (i.e.: January 1, 15, 30). This will help the Department of Liquor keep track the number of days you have used in a calendar year.

***Please note that if you already have an existing Liquor License with the State of AZ, you only need to apply for a Temporary or Permanent Extension of Premises not a Special Event. ***

- Download Application from Arizona Department of Liquor License & Control (ADLLC).

Website: <https://www.azliquor.gov/series15.cfm>

Contact Information for ADLLC:

Arizona Department of Liquor Licenses & Control

800 W. Washington, 5th Floor

Phoenix, AZ 85007

Phone: (602) 542-5141 Fax (602) 542-5707

- Complete your application and make sure it is signed.
- Submit application and fee (\$25 per event per day) to:

Board of Supervisors' Office

1415 Melody Lane, Building G, Bisbee, AZ 85603

Phone (520) 432-9200 Fax (520) 432-5016

- You must submit the application **30 days** prior to the event for the 1st application and **15 days** for any additional events in the calendar year.
- Note: To apply for a Special Event License, the organization must hold a 501-c tax-exempt status.
- You will receive a copy of the Board's letter to ADLLC.
- A copy of the application and backup documents are filed at the Board of Supervisors' Office.