



# Department of Business License

Vincent V. Queano, Director

500 SOUTH GRAND CENTRAL PKY, 3RD FLOOR

BOX 551810

LAS VEGAS, NEVADA 89155-1810

Phone: (702) 455-4252

Toll Free: (800) 328-4813

Fax: (702) 386-2168

<http://www.clarkcountynv.gov/businesslicense>

## OFF- PREMISE LIQUOR PERMIT APPLICATION – CHARITABLE/ NON-PROFIT ORGANIZATIONS

### ALL APPLICATIONS REQUIRE THE FOLLOWING:

This application is supplemental to special event(s) permitting. If you are hosting, or vending, at a special event please ensure that you have (or event management has) also completed the appropriate special event permit application with either [Clark County Parks and Recreation](#) or [Clark County Comprehensive Planning](#). *Notice: Incomplete documentation will be returned without being processed.*

#### • LICENSE TO OPERATE AN OFF-PREMISE EVENT AS A CHARITABLE ORGANIZATION

Applicants seeking an Off-Premise Liquor Permit as a Charitable Organization for a special event, you must already hold a valid and current “Certificate of Registration” as a Charitable/ Non-profit organization with our department pursuant to [Clark County Code Chapter 8.20.020.360](#).

#### • A COMPLETED APPLICATION FOR AN OFF-PREMISE LIQUOR PERMIT- CHARITABLE/ NON-PROFIT ORGANIZATION

A completed *Off-Premise Liquor Permit Application – Charitable/ Non-Profit Organizations* (attached) will contain the following:

- Applicable event information, including:
  - Charitable Registration number as assigned by this department (*required*).
  - Event location, date(s), and time(s)
  - Description of event and estimated attendance
  - Type of permit being requested
  - Number of service locations at event
  - On-site Supervisor contact information
  - List of *all* employees serving or supervising alcohol distribution; including work card number and Alcohol Awareness Training information.
    - If more room is necessary to list all employees for the event, please either include additional copies of this form or provide a list of all employees with all applicable information (work card and training) as required by this permit application.
- Please attach an approval letter from Clark County Department of Parks and Recreation if your event will be held on County property or at a County Parks and Recreation facility.

### OTHER ACTIVITIES

If there are other activities conducted with your event you may be required to obtain additional business licenses/ permits from Business License or other agencies in conjunction with this application for an Off-Premise Liquor Permit Application – Charitable/ Non-Profit Organizations.

### PROCESS & APPROVALS

All *Off-Premise Liquor Permit Application – Charitable/ Non-Profit Organizations* are subject to provisions and prohibitions as outlined in [Clark County Code Chapter 8.20.020.360](#).

Once the Off-Premise Liquor Permit Application – Charitable/ Non-Profit Organizations has been submitted *and the payment processed*, Clark County Business License will issue an Off-Premise Liquor Permit – Charitable/ Non-Profit Organizations *subject to approval* by the department and inspecting agencies as necessary, or as required, for the special event. A business license technician will be in contact with any additional necessary information or next steps.

### OTHER DEPARTMENT CONTACT INFORMATION

#### [Clark County Planning and Zoning](#)

Phone: (702) 455-4314

Email: [zoning@ClarkCountyNV.gov](mailto:zoning@ClarkCountyNV.gov)

Address: Clark County Govt. Center, 1<sup>st</sup> Floor  
500 S. Grand Central Pkwy  
Las Vegas, NV 89155

#### [Clark County Parks and Recreation](#)

Phone: (702) 455-8200

Email: [SPERentals@ClarkCountyNV.gov](mailto:SPERentals@ClarkCountyNV.gov)

Address: Clark County Govt. Center, 2<sup>nd</sup> Floor  
500 S. Grand Central Pkwy  
Las Vegas, NV 89155



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## OFF-PREMISE LIQUOR PERMIT APPLICATION – CHARITABLE ORGANIZATIONS

- Please fill out form completely; use **black** ink only; *incomplete, illegible, or altered application forms will be returned.*
- Payments can be made by cash, check, or money order made payable to: Clark County Department of Business License.

### BUSINESS INFORMATION

Date of Application:	Charitable Organization Name:		
Are you a Charitable Organization? (Check one)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Charitable Registration #:
Business Email:	Phone Number:		

### EVENT INFORMATION

Event Sponsor:	Associated Business Name:		
Location/ Address of Event (Include Suite Number):	City/ State:	Zip Code:	
Event Start Date:	Event End Date:	Hours (Start Time):	Hours (End Time):
Description of Event:			
Estimated Attendance:	Type of Permit Requested: <input type="checkbox"/> Beer <input type="checkbox"/> Beer & Wine <input type="checkbox"/> Full Liquor		
Number of Liquor Service Locations to be Operated:			

### EMPLOYEE INFORMATION

#### On-site Contact Information

Liquor Supervisor at Event: (First, M.I., Last)	
Primary Phone:	Alternate Phone:

#### List all employees serving or supervising alcohol distribution

Name	Work Card Number	Work Card Expiration Date	Alcohol Awareness Training Expiration Date

*If you need more room for more employees, submit the information on an additional form or a separate sheet of paper.*

### SIGNATURES (requires signatures of owner, officer, authorized or legal signer)

_____	_____
Applicant's Signature	Applicant's Printed Name and Title

### FOR OFFICIAL USE ONLY

Parks and Recreation	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> N/A	Reviewed by:	Date:
Zoning	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> N/A	Reviewed by:	Date:
Business License Staff	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove	Reviewed by:	Date:
CCBL Director	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove	Signed:	Date: