



Banquet Permits

General Rules

A Banquet Permit is required to allow the service and consumption of liquor at a private, invitation-only banquet or gathering in a public place or club.

A Banquet Permit costs \$10. An application can be filled out at any state or contract liquor store. During your event, the Banquet Permit must be displayed in a conspicuous place at the event location.

Liquor consumed at the event may not be sold under a Banquet Permit. It must be provided free of charge by a sponsor, or brought to the event by those attending.

When a Banquet Permit Is Not Needed

A Banquet Permit is **not needed** when **all** the following apply:

- The event is hosted by an individual, not an organization or business entity.
- There is no admission charge or charge for anything provided at the event (ice, setup, food, hors d'oeuvres, etc.). 'Charge' includes donations, dues, fees, or otherwise.
- The event normally would be held in the individual's private home but is so large that a separate facility is needed to accommodate it.
- The facility in which the event is held is closed to the general public during the event and does not have a liquor license.
- There is no business purpose for the event or any financial gain.

How to Apply for A Banquet Permit

- Applications are available at any state or contract liquor store. (link to list)
- Turn in your application and \$10 to any state or contract liquor store.

Guidelines and Restrictions

- Attendance must be by invitation only. The event cannot be open or advertised to the general public. Examples of acceptable events include company banquets, retirement parties, club, organization, and church events.
- Liquor may not be sold or served to anyone who appears intoxicated or is under 21 years of age.
- Intoxicated persons or those under 21 years of age may not drink or possess liquor during your event.
- All liquor must be purchased from a retail store and must be consumed between the hours of 6 a.m. and 2 a.m.