



Michigan Department of Licensing and Regulatory Affairs  
 Liquor Control Commission (MLCC)  
 Constitution Hall - 525 W. Allegan, Lansing, MI 48933  
 Mailing Address: P.O. Box 30005, Lansing, MI 48909  
 Toll-Free: 866-813-0011 - [www.michigan.gov/lcc](http://www.michigan.gov/lcc)

Business ID: \_\_\_\_\_  
 Request ID: \_\_\_\_\_  
 (For MLCC Use Only)

**Beer Festival Special License Application**  
 (Authorized under MCL 436.1526)

**A completed Beer Festival Special License application must be submitted as early as possible before your event(s) to avoid any delays in processing. It is strongly recommended that you submit the application as soon as you know the date of your event(s). Failure to submit a completed application at least ten (10) business days prior to the event(s) may result in no Beer Festival Special License being issued, pursuant to administrative rule R 436.575.**

**Part 1 - Applicant Organization Information**

Applicant organization name:			
Applicant address:			
City:		Zip Code:	
Contact name:	Phone:	Email:	
Alternate contact name:	Phone:	Email:	
1. Is the applicant organization a nonprofit entity composed primarily of brewers, microbrewers, and/or brewpubs? <input type="radio"/> Yes <input type="radio"/> No If No, you must use the regular Special License Application (Form LCC-110) to apply for an on-premises Special License.			
2. Has the applicant organization previously received a Beer Festival Special License? <input type="radio"/> Yes <input type="radio"/> No If No, the applicant organization must submit documentary proof that it is a nonprofit entity composed primarily of brewers, microbrewers, and/or brewpubs.			

**Part 2 - Event Information - Complete separate application for each separate event.**

Address of event location:			
City, township, or village where event will be held:			County:
Event Date and description - The applicant organization may request a Beer Festival Special Licenses for up to six (6) events per calendar year. The Beer Festival Special License fee is \$25.00 per day for each day of an event. An event that spans two (2) or more consecutive days is considered one (1) event. The event must have a primary purpose of showcasing beer and its production. Please complete the details below for your event.			
From:	To:		
Start Date	End Date	Total Number of Days	Hours of Operation
Are any of these dates a Sunday? <input type="radio"/> Yes <input type="radio"/> No    If Yes, will beer be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No			
Describe event being held:			
1. Will you submit your completed application at least ten (10) business days before your event? <i>It is strongly recommended that you submit the application as soon as you know the date of your event(s).</i>			<input type="radio"/> Yes <input type="radio"/> No
2. Do you have permission from the property owner of the location listed above to hold your event on the date(s) listed above at this location?			<input type="radio"/> Yes <input type="radio"/> No
3. Has the local law enforcement agency with primary jurisdiction over the event location approved this application for a Beer Festival Special License? (See Part 5 on Page 4)			<input type="radio"/> Yes <input type="radio"/> No
4. Is the event location within 500 feet of a church or school? If Yes, the church or school must consent to the event(s). (See Part 6 on Page 4)			<input type="radio"/> Yes <input type="radio"/> No

5. Is the event location situated in or on state owned land, such as a state park or National Guard armory?  Yes  No  
 If Yes, the applicant organization must submit documentary proof of approval to use the state owned land. Operation under a Special License on military property is subject to all the regulations of the Department of Military Affairs and the provisions of the Liquor Control Code and administrative rules.

6. Is there an existing liquor licensee issued at the event location, such as a Class C or Club license?  Yes  No  
 If Yes, the existing licensee must request to place its license in escrow during the event. (See Part 7 on Page 4)

7. Is the event location outdoors or partially outdoors?  Yes  No  
 If Yes, list the exact dimensions of the outdoor area:  feet X  feet =  square feet  
 (Provide a diagram of outdoor area)   
Width Length  
 Describe type and height of the barrier that will be used to enclose the outdoor area:

8. Describe type of security that will be used for event(s) and how it will be utilized to secure and monitor to prevent sales to minors and visibly intoxicated persons:

9. Will the applicant organization purchase any beer from a Brewpub licensee?  Yes  No  
 If Yes, complete Beer Festival Special License Beer Purchase Record form on Page 7.

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**Part 3 - Beer Festival Special License Fees**

The Beer Festival Special License fee is \$25.00 per day of the event. In addition, if any beer will be served on a Sunday between 7:00AM and 12:00 Noon, an additional \$160.00 Sunday Sales Permit (A.M.) fee is required.

The fees must be paid by check, bank or postal money order, or by credit card, using the attached Credit Card Authorization Form (LCC-300). Checks and money orders should be made payable to **State of Michigan**. The Credit Card Authorization Form should be faxed with the completed application to the secure fax line: (517) 284-8557. Do not mail, email, or hand deliver the Credit Card Authorization Form.

Make checks payable to: **State of Michigan**

*Leave Blank - MLCC Use Only*

Total Number of event days:	
X \$25.00 per day Beer Festival Special License fees: <small>MLCC Fee Code: 4008</small>	
+ Sunday Sales Permit (A.M.) fee: <small>MLCC Fee Code: 4033</small>	
<b>= TOTAL FEES DUE:</b>	

**Part 4 - Signatures of Applicant Organization's Officers, Witnesses, and Notary**

*Pursuant to administrative rule R 436.575, the president and secretary of the organization making application shall sign the application and the signatures shall be notarized.*

**By signing below the applicant organization's officers attest that:**

We further certify that any license issued by the Michigan Liquor Control Commission is a contract subject to suspension or revocation by the Commission, that there shall be no liability on the part of the State of Michigan, the Commission, 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.

Under administrative rule R 436.1003, the licensee 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 enforcements officials who have jurisdiction over the licensee. Approval of this application by the Michigan Liquor Control Commission does not waive any of these requirements. The licensee must obtain all other required state and local licenses, permits, and approvals for this business before using this license for the sale of alcoholic liquor on the licensed premises.

We certify that the information contained in this form is true and accurate to the best of our knowledge and belief. We agree to comply with all requirements of the Michigan Liquor Control Code and Administrative Rules. We also understand that providing **false** or **fraudulent** information is a violation of the Liquor Control Code pursuant to MCL 436.2003.

Print Name of President	Signature of President	Date
Print Name of Notary	Signature of Notary	Date
Notary Public, State of Michigan, County of		Acting in the County of
My commission expires		

Print Name of Secretary	Signature of Secretary	Date
Print Name of Notary	Signature of Notary	Date
Notary Public, State of Michigan, County of		Acting in the County of
My commission expires		

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**Part 5 - Local Law Enforcement Approval\***

The local law enforcement agency with primary jurisdiction over the event location must complete this section.

Name of law enforcement agency:	
Name & title of reviewing officer:	
Phone number of officer:	Email of officer:
If event will be held on a Sunday, is the sale of alcohol from 7:00am to 12:00 Noon on Sunday allowed in this local governmental unit? <input type="radio"/> Yes <input type="radio"/> No	
If the event will be held on a Sunday, is the sale of alcohol after 12:00 Noon on Sunday allowed in this local governmental unit? <input type="radio"/> Yes <input type="radio"/> No	
<b>I certify that I have reviewed the application of the applicant organization for a Special License and approve the issuance of a Special License by the Michigan Liquor Control Commission at the proposed event location.</b>	
_____ Signature of Reviewing Officer	_____ Date

**Part 6 - Church/School Consent (If Applicable)\***

If the event location is located within 500 feet of a church or school, the applicant organization must obtain the consent of the church or school. A church or school within 500 feet of the event location may object based on such the sale of alcohol at the location adversely affecting the church or school's operations. If a proper objection is filed, the Commission shall hold a hearing to determine whether the granting of the application will adversely affect the operation of the church or school.

Name of church or school:		
Address of church or school:		
City:	Zip Code:	
Phone number:	Email:	
Name of clergy member or superintendent:		
<b>I, the authorized representative of the above named church or school, state that the church or school has no objection to the issuance of a Special License to the applicant organization at its proposed event location.</b>		
_____ Signature of Clergy Member or Superintendent		_____ Date

***\*Please note: the Commission has the sole and only right to approve or deny this request for a Special License.***

**Part 7 - Existing On-Premises Licensee Escrow Request (If Applicable)**

If the event location is currently licensed with an on-premises license, the licensee must request that its license be placed into escrow for the date(s) and time(s) of the Special Licenses issued for use at the event location requested on this application. If the existing license would prefer to temporarily drop space from its licensed premises, it must submit a letter to the Commission requesting to drop space temporarily from its licensed premises during the event date(s) and time(s), accompanied by a diagram showing the area where the license will temporarily drop space from its licensed premises to accommodate the applicant organization.

Name of licensee:	Business ID Number:	
Type of license held at this location (e.g. Class C, Club, Tavern, etc.):		
Phone number:	Email:	
Name of authorized signer for licensee:		
<b>I, the authorized signer, for the above named on-premises licensee, request that the licensee's licenses at this location be placed into escrow during the date(s) and time(s) specified for the Special Licenses issued for use at this location.</b>		
_____ Signature of Authorized Signer for Licensee		_____ Date



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Business ID: \_\_\_\_\_  
 Request ID: \_\_\_\_\_  
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**Certified Resolution of the Membership or Board of Directors Authorizing the Application for Beer Festival Special License**  
 (Required under Administrative Rule R 436.576)

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 or Dates)

to be located at \_\_\_\_\_  
 (Physical Address - Include Location Name, Street Address, City, State, & Zip Code)

It is the consensus of this body that the application be \_\_\_\_\_ for issuance.  
 (Recommended or Not Recommended)

**Approval Vote Tally**

Yeas: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

**Certification by Authorized Officer of Organization:**

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the \_\_\_\_\_  
 (Membership or Board of Directors)

at a \_\_\_\_\_ meeting held on \_\_\_\_\_  
 (Regular or Special) (Date)

\_\_\_\_\_  
 Print Name & Title of Authorized Officer Signature of Authorized Officer Date



LARA Revenue Services is not a part of the Michigan Liquor Control Commission (see note below).

Credit Card Authorization Form

\*\* FAX COMPLETED FORM TO SECURE FAX LINE: 517-284-8557 \*\*

\*\* DO NOT EMAIL OR MAIL THIS FORM \*\*

Requests with credit card payments that are not faxed to the above secure fax line will be destroyed along with the credit card authorization in order to ensure the security of applicants' personal credit card numbers.

\*\*IF YOU ARE NOT SUBMITTING AN APPLICATION FORM WITH THIS CREDIT CARD AUTHORIZATION, YOU MUST PROVIDE AN ITEMIZATION OF THE FEES FOR WHICH YOU ARE SUBMITTING PAYMENT OR YOUR PAYMENT WILL NOT BE PROCESSED\*\*

Name on Card: \_\_\_\_\_

Payment Amount: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Card Number: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Check One:

Phone: \_\_\_\_\_

MasterCard Visa Discover

Email: \_\_\_\_\_

Security Code/CVV Code: \_\_\_\_\_

Applicant/Licensee Name: \_\_\_\_\_ Request or Business ID #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Payment is for: \_\_\_\_\_

Signature

IF YOU ARE NOT SUBMITTING AN APPLICATION FORM WITH THIS CREDIT CARD AUTHORIZATION, YOU MUST PROVIDE AN ITEMIZATION OF THE FEES FOR WHICH YOU ARE SUBMITTING PAYMENT OR YOUR PAYMENT WILL NOT BE PROCESSED.

Credit Card Payment Itemization:

Table with 3 columns: Fee Type, Fee Amount, MLCC Fee Code. Includes items like Inspection Fee(s), Special License Fee(s), Temporary Authorization Fee, License Renewal Fee(s), Manufacturer License(s), Wholesaler License(s), New Retailer License(s), Transfer Retailer License(s), Conditional License, New Add Bar, Transfer Add Bar, Sunday Sales Permit (AM/PM), and Catering Permit.

LARA Revenue Services is not a part of the Michigan Liquor Control Commission (MLCC). Receipt of payment and application forms by LARA Revenue Services does not constitute receipt of an application by the MLCC. Applications submitted through LARA Revenue Services may take up to two (2) additional business days to be received by the MLCC after receipt by LARA Revenue Services. For requests that require a timely receipt of an application by the MLCC to be processed, such as Special Licenses and temporary requests, please ensure that your application will be received in adequate time to be processed by the MLCC after the payment is received and processed by LARA Revenue Services.