



## Special License Instructions

For more information on retail licenses and permits, please visit the Liquor Control Commission's frequently asked questions website [by clicking this link](#).

**Before you begin filling out the attached application, please review the checklist and instructions for the forms and documents you will need to submit with your completed application form.**

**A completed 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 Special License being issued, pursuant to administrative rule R 436.575.**

- Special License Application (LCC-110)** - The Special License Application form (LCC-110) will automatically calculate fees when opened using Adobe Acrobat Reader. The form's functionality may not work with third-party PDF readers. You may download a free copy of Adobe Acrobat Reader on the Adobe website: <https://get.adobe.com/reader/>.
- Special License and Permit Fees** - See Part 3 of the LLC-110 form.
- Nonprofit Status Documentation (if applicable)** - If the applicant organization has never requested a Special License before or changes have been made in the structure of the organization since it last requested a Special license, please submit documentary proof of the organization's nonprofit status, such as the organization's charter, filed Articles of Incorporation, constitution, bylaws, IRS tax exemption, etc.
- Resolution from Applicant Organization** - See Page 6 of the LLC-110 form.
- Bond** - Either the president or secretary of the organization must sign the bond. Multiple bonds may be required for non-consecutive Special License dates requested. See Page 7 of the LCC-110 form. A bond is not required if the applicant organization is a church or school.
- Detailed Diagram** - Diagram must contain the dimensions of the proposed licensed premises, including both inside and outside areas, as applicable, and clearly mark and describe on the diagram the type and height of the containment barrier to be used for any outdoor service area.
- Local Law Enforcement Approval** - See Part 5 of the LCC-110 form.
- Church / School Consent (if applicable)** - Required if a church or school is located within 500 feet of the proposed licensed premises. See Part 6 of the LCC-110 form.
- Existing Licensee Escrow / Drop Space Request (if applicable)** - Required if the event will be held at a location where another entity holds an existing license, such as a Class C or Club license. See Instructions Page C and Part 7 of the LCC-110 form.
- State Land Approval (if applicable)** - If the event location is situated in or on state owned land, submit documentary proof of approval to use the state land. If the state owned land is a military installation, approval of and 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.

**A completed 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 Special License being issued, pursuant to administrative rule R 436.575.**



## Special License Instructions

**A completed 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 Special License being issued, pursuant to administrative rule R 436.575.**

### Compliance with Liquor Control Code and Administrative Rules

Organizations receiving a Special License must comply with the laws of the State of Michigan and the rules of the MLCC regarding the sale, furnishing, and consumption of alcoholic beverages. Organizations receiving a Special License are responsible for ensuring that all those who will be selling and serving alcoholic beverages are familiar with and will follow the state's liquor laws and rules of the Commission. Organizations receiving a Special License 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 enforcement officials who have jurisdiction over the license, pursuant to administrative rule R 436.1003.

### The Licensing Process

To ensure timely processing, your complete application must be received at least **ten (10) business days** before the date for which the license is requested. Failure to submit all of the necessary information and fees will delay the processing of your application.

### License Period

A Special License is good for one (1) day and contains the time period for which it is granted. One (1) application may be completed for multiple dates as long as the event location is the same for all listed dates. A separate bond will be required if requested dates are not consecutive, and a separate license fee is required for each day of the event.

### Qualifying Organizations

A Special License is issued only to nonprofit organizations. If your organization has not previously provided proof of your nonprofit status (e.g. Charter, Bylaws, Articles of Incorporation, IRS tax exempt verification, etc.) or if the organization has changed structure since its last request for a Special License, you must submit proof of nonprofit status with this application. No organization, including its auxiliaries, may receive more than 12 Special Licenses during a calendar year. Applicants for a Special License must be at least 21 years of age. All profits derived from the sale of alcoholic beverages must go to the organization itself and not to any individual, pursuant to administrative rule R 436.574.

### Resolution from Applicant Organization

A certified copy of the resolution of the membership or board of directors authorizing the application must accompany the application, pursuant to administrative rule R 436.576. A certified copy of your organization's minutes may also be submitted. A resolution is not required for applications by a candidate committee. See Page 6 of the LCC-110 form for a resolution template that you may use.

### Bond

See Page 7 of the LCC-110 form for the bond form. A 60-day, acceptable bond is required with each application. Multiple bonds may be required if the dates requested are not consecutive. The bond form is to be completed by a bonding/insurance company. Submit a copy of the bond with your application. The bonding company and applicant organization should both keep a copy. An officer of the applicant organization must also sign the bond form. A bond is not required if the applicant organization is a church or school.

### Detailed Diagram

The applicant organization must provide a detailed diagram of the event location to be licensed to both the Michigan Liquor Control Commission and to the local law enforcement agency. The diagram must show a clearly marked area for the sale and consumption of alcoholic beverages, must distinguish between indoor and outdoor service areas, must contain the dimensions of the areas to be licensed, and must clearly mark and describe the type and height of the containment barrier to be used for any outdoor service area. The diagram must also demonstrate how the applicant organization plans to control the event location in order to prevent sales to minors and sales to visibly intoxicated persons.

### Local Law Enforcement Approval

The applicant organization must provide a copy of its event location diagram to the local law enforcement agency that has jurisdiction over the event location to be reviewed by the law enforcement agency. The local law enforcement agency must certify that it has reviewed the application and has approved the issuance of the Special License(s) by completing and signing Part 5 on Page 5 of the LCC-110 form.

## Churches and Schools

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. The church or school may consent to a Special License being issued at an event location by completing and signing Part 6 on Page 5 of the LCC-110 form. 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.

## Existing Licensee Escrow / Drop Space Request

Two licenses held by different entities cannot be issued for the same location at the same time. If an applicant for a Special License would like to have an event at a location with an existing liquor license, such as a Class C or Club license, the existing license must be placed into escrow or the space to be used by the Special License applicant temporarily dropped from the licensed premises of the existing licensee. If the event location where you are requesting a Special License is currently licensed by the Commission, the existing licensee must place its license into escrow during the date(s) and time(s) for which the Special License(s) will be issued at the location or temporarily drop space from its licensed premises. The existing licensee may request to escrow its license by completing and signing Part 7 on Page 5 of the LCC-110 form or by submitting a letter requesting the license to be placed in to escrow during the event date(s) and time(s). Alternatively, if the the existing licensee would like to drop space temporarily from its licensed premises during the event date(s) and time(s), it must submit a letter to the Commission requesting the temporary dropping of space, accompanied by a diagram showing the area where the license will temporarily drop space from its licensed premises to accommodate the applicant organization. If the event location will be in the unlicensed hall of a licensee that holds a Club license, please indicate this on the diagram.

## State Land Approval

If the event location is situated in or on state owned land, you must obtain and submit documentary proof of approval to use the state owned land. If the state owned land is a military installation, approval of and 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.

## Special License and Permit Fees - Organizations Established Less Than One (1) Year or Which Are Municipalities

A \$50.00 Special License base fee for each separate, consecutive day of the event is required. If the event is held on a Sunday and spirits will be served after 12:00 Noon, an additional \$7.50 Sunday Sales Permit (P.M.) fee is required. In addition, if any alcoholic beverages, including beer, wine, and spirits, will be served between 7:00AM and 12:00 Noon, an additional \$160.00 Sunday Sales Permit (A.M.) fee is required. Sunday Sales Permit (A.M.) and/or Sunday Sales Permit (P.M.) fees will be required for each date that is a Sunday. **If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.**

## Special License and Permit Fees - Organizations Established One (1) Year or More

A \$25.00 Special License base fee for each separate, consecutive day of the event is required. If the event is held on a Sunday and spirits will be served after 12:00 Noon, an additional \$3.75 Sunday Sales Permit (P.M.) fee is required. In addition, if any alcoholic beverages, including beer, wine, and spirits, will be served between 7:00AM and 12:00 Noon, an additional \$160.00 Sunday Sales Permit (A.M.) fee is required. Sunday Sales Permit (A.M.) and/or Sunday Sales Permit (P.M.) fees will be required for each date that is a Sunday. **If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.**

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**.

If you plan to use the Credit Card Authorization Form, fax the completed Credit Card Authorization form with your completed Special License Application form to the secure fax line at 517-284-8557. **DO NOT EMAIL OR MAIL THE CREDIT CARD AUTHORIZATION FORM.** Requests with credit card payments that are not faxed to the secure fax line will be destroyed along with the credit card authorization in order to ensure the security of applicants' personal credit card numbers.

## Mail/Fax Information

You may mail your application with payment to:

**Michigan Liquor Control Commission, P.O. Box 30005, Lansing, MI 48909**

You may send your application with payment via overnight service or hand deliver it to:

**Michigan Liquor Control Commission, 2nd Floor Constitution Hall, 525 W. Allegan, Lansing, MI 48933**

You may fax your application with the Credit Card Authorization Form to the secured fax line: **517-284-8557**

**DO NOT EMAIL OR MAIL THE CREDIT CARD AUTHORIZATION FORM.** Requests with credit card payments that are not faxed to the secure fax line will be destroyed along with the credit card authorization in order to ensure the security of applicants' personal credit card numbers.

**For questions or additional information about Special Licenses, contact the Michigan Liquor Control Commission, toll-free, at 866-813-0011, and select Option #1 for Special Licenses.**



## Notice to Special Licensees (Authorized by Act 58, P.A. of 1998)

Like any other licensee of the Michigan Liquor Control Commission (MLCC), Special Licensees are responsible for following the Liquor Control Code and the MLCC Administrative Rules. Organizations and any persons who are running the events should take time to familiarize themselves with the rules that govern the sale of alcoholic beverages. Failure to comply may lead to steep fines and penalties as well as causing dangerous situations to develop.

The following is a synopsis of some important laws and rules. The list is not all inclusive but it will assist you in maintaining a legal and successful operation at your event. Do not take a chance on violating the law or rules. If in doubt about the legality of any activity or function for your event, call your local police department or the closest MLCC District Enforcement office (located in Southfield, Lansing, Grand Rapids, and Escanaba).

Questions can also be answered by the MLCC Special License unit. You may view and download a copy of the Liquor Control Code and MLCC Administrative Rules from the MLCC web site at [www.michigan.gov/lcc](http://www.michigan.gov/lcc).

### Purchases

All your alcoholic beverages must be purchased from an MLCC licensee. Do NOT permit BYOB (bring your own bottle) at your event. Do not sell, offer to sell, or advertise an unlimited quantity of alcoholic beverages for a single price.

### Profits

Do not permit any person, organization or business entity, other than the licensee, to receive any profit or loss from the sale of alcoholic beverages.

### Gambling/Contests/Raffles/ 50-50 Drawings

Do not allow gambling other than that what is legal under the state lottery and gaming laws. You must obtain a license for legalized gambling from the State Lottery Commission and/or the Michigan Gaming Control Board. Ensure that any contests are of a legal nature, and they do not violate any state laws.

### Minors

Do not allow anyone who is less than 21 years old to purchase or consume alcoholic beverages. Ask for identification and examine it closely. Employment of a minor under the age of 18 must be in accordance with the Youth Employments Standards Act of June 1, 1978, MCL 436.1707.

### Intoxication

Always watch for signs of intoxication and limit sales. **Do not allow anyone who is intoxicated to purchase or consume alcoholic beverages**, or to loiter or congregate on the licensed premises.

### Legal Hours

Do not sell or allow consumption of alcohol at your event location outside of the date(s) and time(s) listed on your Special License(s). In addition:

- Do not sell any alcohol between 2:00 a.m. and 7:00 a.m. and do not allow consumption of alcohol between 2:30 a.m. and 7:00 a.m. Do not sell any alcohol between 11:59 p.m. on December 24 to 12:00 noon on December 25. Do not sell any alcohol after 4:00 a.m. on January 1.
- Do not sell or allow the consumption of beer, wine, or spirits at your event location between 7:00 a.m and 12:00 noon on Sunday without first obtaining a Sunday Sales Permit (A.M.).
- Do not sell or allow the consumption of spirits at your event location after 12:00 noon on Sunday without first obtaining a Sunday Sales Permit (P.M.).

### Licensed Premises

It is your responsibility to control and properly police the area where the alcoholic beverages are being sold and consumed. Do not permit persons to carry their alcoholic beverages outside the area approved for consumption. If your event is near a residential area, make sure your guests do not disturb or intrude on your neighbor's property.

### Other Rules

It is your responsibility to comply with all state and local building, plumbing, zoning, sanitation, and health laws, rules and ordinances as determined by the state and local law enforcement officials who have jurisdiction over the licensee, pursuant to administrative rule R 436.1003.

### Cooperation

It is your responsibility to cooperate with all law enforcement officers. Do not allow within or upon the licensed premises any illegal occupation or illegal act.

### Remember:

- All codes and rules which apply to a regular licensee of the commission who sells alcoholic beverages for consumption on the premise also apply to a Special Licensee.
- Violations of any of the Codes and MLCC Administrative Rules, or any other regulations governing the sale of alcoholic beverages for consumption on the premises or the provisions of the liquor control code may result in a stop being placed against your organization for issuance of any additional special licenses.