



## Beer Festival 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 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.**

- Beer Festival Special License Application (LCC-111)** - The Beer Festival Special License Application form (LCC-111) 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/>.
- Beer Festival Special License and Permit Fees** - See Part 3 of the LCC-111 form.
- Documentation of Non Profit Entity Comprised of Brewers, Microbrewers, and/or Brewpubs (if applicable)** - If the applicant organization has never requested a Beer Festival Special License before or changes have been made in the structure of the organization since it last requested a Beer Festival Special license, please submit documentary proof of the organization's nonprofit status, such as the organization's charter, constitution, bylaws, IRS tax exemption, etc., and proof that the entity is comprised of brewers, microbrewers, and/or brewpubs and must provide a list of the licensees that comprise the organization.
- Resolution from Applicant Organization** - See Page 5 of the LCC-111 form.
- 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-111 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-111 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-111 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 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.

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### Compliance with Liquor Control Code and Administrative Rules

Organizations receiving a Beer Festival 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 Beer Festival 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 Beer Festival 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 & Event Purpose

A Beer Festival Special License is good for a limited time period as approved by the Commission. The applicant organization may receive a Beer Festival Special License for up to six (6) events in a calendar year. The fee is \$25.00 per day of an event. The event must have a primary purpose of showcasing beer and its production.

### Qualifying Organizations

A Beer Festival Special License is issued only to nonprofit organizations that are comprised of brewers, microbrewers, and/or brewpubs. 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 Beer Festival Special License, you must submit proof of nonprofit status with this application and proof your organization is comprised of brewers, microbrewers, and/or brewpubs and submit a list of the licensees that comprise the organization. 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. See Page 5 of the LCC-111 form for a resolution template that you may use.

### 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 Beer Festival Special License(s) by completing and signing Part 5 on Page 4 of the LCC-111 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 4 of the LCC-111 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 4 of the LCC-111 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.

### **Beer Festival Special License and Permit 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**.

If you plan to use the Credit Card Authorization Form, fax the completed form to the secure fax line at 517-284-8557. DO NOT EMAIL OR MAIL THIS 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 make hand deliveries to:

**Michigan Liquor Control Commission, 2407 N. Grand River Ave., Lansing, MI 48906**

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 Beer Festival Special Licenses, contact the Michigan Liquor Control Commission, toll-free, at 866-813-0011, and select Option #1 for Special Licenses.**

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## Notice to Beer Festival 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

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 at your event location between 7:00 a.m. and 12:00 noon on Sunday without first obtaining a Sunday Sales Permit (A.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.