

WILLIAMS COUNTY
APPLICATION FOR SPECIAL PERMIT TO SELL ALCOHOLIC BEVERAGES
AT A SPECIAL EVENT AT DESIGNATED PREMISES

Application Fee \$25.00

Applicant, after being first sworn on oath, submits this application and states the following:

1. Name of Applicant: _____
2. Name of Applicant's Business (if different than name of Applicant) _____
3. Applicant's Mailing Address: _____
4. Applicant Email Address: _____
5. Applicant's Local Alcoholic Beverages Retail License Number*: _____

**If Applicant's local license was issued by the governing body of a city or Indian tribe, attach a copy of the license.*

6. Applicant's State Alcoholic Beverages Retail License Number: _____
7. Date and Time of Special Event: _____
8. Street Address for Special Event: _____
9. Contact Name and Telephone Number for Special Event: _____
10. Description of Special Event (*in detail*):

11. If there is a dining area on the premises where the Special Event will be held, state whether alcoholic beverages will be served in the dining area.

12. Draw a floor plan below of the premises to be used for the Special Event. The drawing must include: the location of all exits, bars, areas where alcoholic beverages will be sold and served (if less than the entire premises, clearly indicate which part of the premises will be used to sell and serve alcoholic beverages), dining areas and beverage storage areas; indication of solid walls, half walls, dividers, and moveable partitions; any area enclosed by or to be enclosed by fences or other barriers, explaining the type and height of the fence or barrier.

13. As part of this application, Applicant states the following:

- a. The premises for the Special Event are located in Williams County and outside the limits of an incorporated city.
- b. The premises for the Special Event meet all required state and local sanitation and safety laws and regulations.
- c. Applicant hereby authorizes Williams County and any of its employees, officials, and agents, including law enforcement personnel, to enter upon and have free access to the premises for the Special Event described in this application during the Special Event, and to Applicant's premises during Applicant's regular business hours and at other times as may be necessary, in the discretion of Williams County and any of its employees, officials, and agents, including law enforcement personnel, for the purpose of inspecting the Special Event premises, Applicant licensed premises, and Applicant's records regarding the purchase and sale of alcoholic beverages at retail.
- d. Applicant hereby consents to inspections, searches, and seizures, without the issuance of a search warrant, of the Special Event Premises, Applicant's licensed premises, and Applicant's records regarding the purchase and sale of alcoholic beverages at retail as determined necessary by Williams County and any of its employees, officials, and agents, including law enforcement personnel. Applicant does hereby agree that such inspections, searches, and seizures, may be made during the Special Event, during Applicant's regular business hours for its licensed premises, or at other times as may be necessary, in the discretion of Williams County and any of its employees, officials, and agents, including law enforcement personnel.
- e. Applicant acknowledges that Applicant has read the Williams County Licensing and Permitting Regulations for the Retail Sale of Alcoholic Beverages and Title 5 of the North Dakota Century Code and understands the nature and gravity of, and will comply with, the responsibilities, duties, obligations, and limitations placed upon Applicant by virtue of holding a Williams County license and selling alcoholic beverages to the public.
- f. Applicant shall not sell or serve any alcoholic beverages at retail for the Special Event until this application has been approved and the permit issued as required by Williams County Licensing and Permitting Regulations for the Retail Sale of Alcoholic Beverages and Title 5 of the North Dakota Century Code.

14. By signing below, Applicant states and certifies that the information contained in this application is true and correct.

Dated this ____ day of _____, 20____.

Applicant

Printed Name:_____

Applicant Title (if an organization):_____

STATE OF NORTH DAKOTA)
) ss
COUNTY OF WILLIAMS)

Subscribed and sworn to before me, this ____ day of _____, 20__.

Notary Public

SPECIAL EVENT PERMIT

Applicant _____ is hereby authorized to sell alcoholic beverages at retail on the date and time for the Special Event as stated in the application.

Applicant may only sell the same type of alcoholic beverages (liquor, beer, or liquor and beer combined) at retail during the Special Event as allowed under Applicant’s current license.

Applicant must comply with all state and local laws and ordinances applicable to the Special Event and this permit.

APPLICANT MUST POST THIS APPLICATION AND THE THIS SPECIAL EVENT PERMIT IN A CONSPICUOUS LOCATION ON THE PREMISES OF THE SPECIAL EVENT FOR THE DURATION OF THE SPECIAL EVENT.

Dated this _____ day of _____, 20_____.

Beth M. Innis,
Williams County Auditor
