

**APPLICATION FOR
SPECIAL OCCASION PERMIT**

The undersigned hereby applies for a SPECIAL OCCASION PERMIT for:

1. a. Nonconsecutive dates of:

Mo./Date/Year ____/____/____	Mo./Date/Year ____/____/____	Mo./Date/Year ____/____/____	Mo./Date/Year ____/____/____	Mo./Date/Year ____/____/____	Mo./Date/Year ____/____/____
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b. Consecutive dates from: _____ to _____

2. EVENT	CHAIRMAN/CONTACT PERSON	DAYTIME PHONE NO.
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3. TYPE OF ENTITY _____
(SEE ATTACHED FOR QUALIFYING ELIGIBLE ENTITIES) (INSERT TYPE FROM LIST)

4. NAME OF APPLICANT GROUP	<input type="checkbox"/> PRIMARY	<input type="checkbox"/> AUXILIARY	<input type="checkbox"/> AFFILIATED LODGE OR SUBDIVISION	PHONE NO.
ADDRESS (STREET, RURAL ROUTE, P.O. BOX NO.) (POST OFFICE) (STATE) (ZIP)				

PA

NAME OF MUNICIPALITY	TYPE OF MUNICIPALITY <input type="checkbox"/> CITY <input type="checkbox"/> BORO <input type="checkbox"/> TWP. <input type="checkbox"/> INC. TOWN	COUNTY
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5. NAME AND ADDRESS TO WHICH PERMIT SHOULD BE MAILED, IF DIFFERENT FROM ABOVE APPLICANT

6. NAME AND ADDRESS OF PRIMARY ORGANIZATION, IF ANY

7. LIST LOCATION OF PREMISES OR AREA TO BE LICENSED

STREET, RURAL ROUTE, P.O. BOX NO. CITY, BOROUGH, TOWNSHIP, INC. TOWN COUNTY

LIST DESCRIPTION OF PREMISES OR AREA TO BE LICENSED

INSIDE AREA	WIDTH	LENGTH
OUTSIDE AREA		

8. ARE PUBLIC STREETS, ROADS OR THOROUGHFARES BEING CLOSED FOR THIS EVENT? ☐ YES ☐ NO
If 'yes,' attach written approval from municipal authority.9. HAS A SPECIAL OCCASION PERMIT EVER BEEN GRANTED TO THIS ORGANIZATION? ☐ YES ☐ NO

If 'yes,' give License Identification Number LID - _____

If 'yes,' give date (Months/Year) _____

Give NUMBER OF PERMITS this calendar year _____

DO NOT WRITE BELOW THIS LINE

CO/MNCP _ _ - _ _ _ ZIP _ _ _ _ - _ _ _ _

EVENT CO/MUNCP _ _ - _ _ _

10. HOW LONG HAS THE APPLICANT GROUP BEEN IN EXISTENCE? _____
(Sportsmen's Club and Non-profit Agricultural Association must have ten years of existence.)
11. ARE LICENSED PREMISES TO BE LEASED? ☐ YES ☐ NO
If 'yes,' property owner's/lessor's NAME _____
12. DO YOU HAVE ANY KNOWLEDGE AS TO WHETHER THE PROPOSED PREMISES TO BE LICENSED IS OR WILL BE UTILIZED BY ANY OTHER PARTIES FOR ALCOHOLIC BEVERAGE SALES ON THE SAME DATE(S)? ☐ YES ☐ NO
If 'yes' list the name(s) and addresses of the other parties, if known _____
13. IF APPLYING FOR A FAMILY-ORIENTED CELEBRATION AS PART OF WELCOME AMERICAN, IS PROPERTY LEASED FROM THE CITY?
☐ YES ☐ NO Lease Effective Date _____ Expiration Date _____
14. HAS CHARTER BEEN GRANTED BY NATIONAL VETERANS' ORGANIZATION? ☐ YES ☐ NO
If 'yes,' date granted _____
15. IS THE PROPERTY OWNER OR LESSOR A LICENSEE OF THIS BOARD? ☐ YES ☐ NO
If 'yes,' give LICENSE NUMBER _____
16. IF APPLYING AS AN ARTS COUNCIL, IS THE APPLICANT:
Tax Exempt? ☐ YES ☐ NO
Promoting Visual and/or Performing Arts? ☐ YES ☐ NO
Receiving Funds Under the Local Arts Services Program Administered by the Pennsylvania Council on the Arts? ☐ YES ☐ NO
17. IF APPLYING AS A VOLUNTEER FIRE COMPANY, VOLUNTEER AMBULANCE COMPANY, OR VOLUNTEER RESCUE SQUAD, DOES THE APPLICANT HOLD A PLCB LICENSE? ☐ YES ☐ NO
If 'yes,' give LICENSE IDENTIFICATION NUMBER _____
If 'yes,' is the facility owned by the licensee? ☐ YES ☐ NO
If 'yes,' is the special occasion permit to be used in conjunction with the areas presently licensed by the organization? ☐ YES ☐ NO

18. **RESOLUTION (CORPORATIONS AND CLUBS ONLY)**

At a regular or special meeting held on _____, 20____ by the applicant corporation/club, it was resolved that said application be filed with the Pennsylvania Liquor Control Board, and that _____ and/or _____ is/are
(NAME OF OFFICER/TITLE) (NAME OF OFFICER/TITLE)
hereby authorized to execute said application, and any other papers required by the Board.

I swear or affirm, subject to the penalties provided by 18 Pa. C.S. §4904 and 47 P.S. §4-403(h) that the foregoing answers and statements provided herein are true and complete to the best of my knowledge and belief.

SIGNATURE	TITLE	SIGNATURE	TITLE
PRINT NAME OF PERSON SIGNING		PRINT NAME OF PERSON SIGNING	
HOME ADDRESS	PHONE	HOME ADDRESS	PHONE
E-MAIL ADDRESS			

INSTRUCTIONS

This form is to be used to apply for a Special Occasion Permit for use at a special event including, but not limited to bazaars, picnics and clam bakes. The event must be one which is used by the applicant as means of raising funds for itself.

1. A fee of \$30.00 per day **MUST** accompany this form. If the applicant is a bona fide sportsmen's club, non-profit agricultural association or museum or performing arts facility and this is the FIRST Special Occasion Permit application filed with the Board, the fee is \$85.00 for the first day and \$30.00 for each subsequent day.
2. This form and fee **MUST** be filed at least 30 days prior to the date of the event.
3. All questions must be answered, even if the answer is "NONE" or "NOT APPLICABLE." This form **MUST** have an original signature.
4. Applications from an auxiliary group must be signed by an officer from the primary organization. If the application is from a church or synagogue **AND** is signed by the minister, priest, or rabbi, question 17 (Resolution) does not have to be completed.
5. Applications from affiliated lodges or subdivisions of nationally chartered veterans' organizations **MUST** submit copy of documentation proving affiliation with national veterans.
6. Applications from fraternal benefit societies **MUST** submit proof that society is licensed to do business in Pennsylvania.
7. Applications from a non-profit organization conducting a regatta or a family-oriented celebration **MUST** submit proof that the applicant is a non-profit organization as defined under Section 501(C)(3) of the Internal Revenue Code of 1986 [Public Law 99-514, 26 U.S.C. §501(C)(3)].
8. Applications from a non-profit organization whose purpose is to protect the architectural heritage of boroughs **MUST** submit proof that the applicant is a non-profit organization as defined under Section 501(C)(3) of the Internal Revenue Code of 1986 [Public Law 99-514, 26 U.S.C. §501(C)(3)], **AND** **MUST** submit a copy of the borough's municipal resolution recognizing the applicant as such an organization.

PERMITS ARE NOT TRANSFERABLE AND CANNOT BE RENEWED. NO ALTERNATE RAIN DATES MAY BE CONSIDERED. IF YOU REQUIRE ASSISTANCE IN COMPLETING THE APPLICATION, CALL THE LICENSING INFORMATION CENTER AT (717) 783-8250.

**SEND THE APPLICATION PACKET TO: PENNSYLVANIA LIQUOR CONTROL BOARD
BUREAU OF LICENSING
P.O. BOX 8940
HARRISBURG, PA 17105-8940**

ELIGIBLE ENTITIES LIST

Special Occasion Permits may be issued:

A. For not more than six (6) consecutive or non-consecutive days during the calendar year. One permit may be issued per calendar year to the following applicants:

- 1) Hospital
 - 2) Church or Synagogue
 - 3) City of the 3rd class.
 - 4) Library
 - 5) Volunteer fire company or ambulance company or rescue squad.
 - 6) Non-profit agricultural association in existence for at least 10 years.
 - 7) Bona fide sportsman's club in existence for at least 10 years.
 - 8) Nationally chartered veterans' organization and any affiliated lodge or subdivision of such organization.
 - 9) Fraternal benefit society licensed to do business in Pennsylvania and any affiliated lodge or subdivision of such Fraternal Benefit Society.
 - 10) Unit of a nationally chartered club, which has a club liquor license.
 - 11) Non-profit organization as defined by Section 501(c)(3) of the Internal Revenue Code of 1986 whose purpose is to protect the architectural heritage of boroughs or a township of the 2nd class and which has been recognized as such by a municipal resolution.
 - 12) A non-profit corporation that operates an arts facility or museum.
 - 13) A nationally accredited PA non-profit Zoological Institution licensed by U.S. Department of Agriculture.
 - 14) Non-profit organization as defined under Section 501(c)(3) of the Internal Revenue Code of 1986 conducting:
 - a. a regatta on State park grounds located in a city of the 2nd class, or
 - b. a family-oriented celebration as part of Welcome America in a 1st class city on property leased from that city for a period of more than 50 years.
- NOTE: Organizations conducting a regatta may install a security fence or similar enclosure around the boundary of the State park or a portion thereof and charge an admission fee not to exceed \$5.00 per day.
- 15) Club licensee that as of 12/31/02 has been in existence for at least 100 years.
 - 16) A non-profit organization as defined under Section 501(c)(3) of the Internal Revenue Code of 1986 whose purpose is to raise funds for the research and treatment of cystic fibrosis.
 - 17) A non-profit organization as defined under Section 501(c)(3) of the Internal Revenue Code of 1986 whose purpose is to educate the public on issues dealing with watershed conservation.
 - 18) A non-profit organization as defined under Section 501(c)(3) of the Internal Revenue Code of 1986 whose purpose is to provide equine assisted activities for children and adults with special needs.
 - 19) A non-profit economic development agency in a city of the 2nd class with the primary function to serve as an economic generator for the greater southwestern Pennsylvania region by attracting and supporting film, television, and related media industry projects and coordinating government and business offices in support of a production.
 - 20) A county tourist promotion agency as defined in Section 3(1) of the act of April 28, 1961, known as the "Tourist Promotion Law"

(information continued on reverse)

- 21) A junior league that is a non-profit organization as defined under Section 501(c)(3) of the Internal Revenue Code of 1986 that is comprised of women whose purpose is exclusively educational and charitable in promoting the volunteerism of women and developing and participating in community projects and that has been in existence for over seventy years.
- 22) A non-profit organization as defined under Section 501(c)(6) of the Internal Revenue Code of 1986 whose purpose is to support business and industry.
- 23) A club recognized by Rotary International whose purpose is to provide service to others, to promote high ethical standards and to advance world understanding, goodwill and peace through its fellowship of business, professional and community leaders.
- 24) A non-profit organization as defined under Section 501(c)(3) of the Internal Revenue Code of 1986 whose purpose is to promote mushrooms while supporting local and region charities.
- 25) A non-profit organization as defined under Section 501(c)(3) of the Internal Revenue Code of 1986 whose purpose is the education and promotion of American history.
- 26) A brewery which has been issued a license to manufacture malt or brewed beverages and has been in existence for at least 100 years.
- 27) A museum operated by a not-for-profit corporation in a city of the 2nd class A.
- 28) A non-profit organization as defined under Section 501(c)(3) of the Internal Revenue Code of 1986 which is located in a city of the 2nd class A and has as its purpose economic and community development.
- 29) A non-profit organization as defined under Section 501(c)(3) or (6) of the Internal Revenue Code of 1986 that is located in a city of the 3rd class in a county of the 5th class.
- 30) A non-profit social service organization as defined under Section 501(c)(3) of the Internal Revenue Code of 1986 located in a county of the 3rd class whose purpose is to serve individuals and families in that county of the 3rd class.
- 31) A non-profit organization as defined under Section 501(c)(3) of the Internal Revenue Code of 1986 whose main purpose is to temporarily foster stray and unwanted animals and match them to suitable permanent homes.
- 32) A non-profit organization as defined under Section 501(c)(3) of the Internal Revenue Code of 1986 who operates either a Main Street Program or Elm Street Program recognized by the Commonwealth, the National Trust for Historic Preservation or both.
- 33) A non-profit radio station that is a member of the National Public Radio Network.
- 34) A non-profit public television station that is a member of the Pennsylvania Public Television Network.
- 35) A non-profit organization as defined under Section 501(c)(3) of the Internal Revenue Code of 1986 whose purpose is to promote awareness, education and research and to provide a support system for patients with neutropenia and their families through a national resource network.
- 36) One auxiliary of any of the foregoing.

B. For not more than six (6) non-consecutive permits per calendar year, each permit being valid for only one day OR for not more than ten (10) consecutive days per calendar year. Permits may be issued to the following applicants:

- 1) Museum operated by a non-profit corporation.
- 2) Non-profit corporation engaged in the Performing Arts.
- 3) An Arts Council, which is a tax-exempt organization promoting visual arts and/or performing arts that receives funds under the local Arts Program Administered by the PA Council on the Arts.