



Revised 01.07.26

Authorization to Serve Alcoholic Beverages on Campus & Apply for WA State Liquor Permit

This form must be completed and submitted to the Shoreline CC Facilities Rental Office at least (3) weeks prior to the scheduled event date. Completing this form does not guarantee that the client will be permitted to serve alcohol at the event. Signature approval from Administration at Shoreline Community College must be obtained on this form before a Washington State Banquet or Special Events Permit Application is submitted to the Washington State Liquor Control Board. Information regarding ordering alcohol service and/or securing a Washington State Liquor Permit can be obtained by contacting the College Facility Rentals Office at 206-546-5863 or by visiting this URL: <https://lcb.wa.gov/licensing/licensing-forms-and-applications>.

1. APPLICANT INFORMATION

Name of Organization or Club

Date Submitted

Name of Applicant

Who Will Attend (Guest Category)

Applicant's Billing Address

(_____) _____

(_____) _____

Telephone Alternate Telephone

Email address:

2. DESCRIPTION OF EVENT—PURPOSE OF SERVING ALCOHOLIC BEVERAGES (include type of alcohol, how it is to be served, ticketing, and distribution, etc.)

No hard liquor is permitted without special permission.

3. ATTENDANCE

Members/Staff	
Guests	
Attendees under Age 21	
Total Attendance	

4. EVENT DETAILS

Date (s) of Event:

Location on campus

Event time: Start Time: _____ am/pm End Time: _____ am/pm

Type of alcohol served: _____

Alcohol to be served: Start Time: _____ am/pm End Time: _____ am/pm

WA State Licensed Server (s) name, phone # and permit #:

1)

2)

5. COMPLIANCE RESPONSIBILITY:

I accept responsibility for compliance with the Washington State laws and regulations established by the Washington State Liquor Control Board, and policies and procedures of Shoreline Community College, Shoreline Washington. This includes ensuring that the servers are licensed and will: be present for the entire event; ask for identification for all guests requesting alcohol to ensure there is NO UNDERAGE drinking at the event; serve in accordance with the Washington State laws; not leave alcohol unattended at any time; ensure that guests do not drink over their visible limits; and request assistance if needed. Applicable permits will be prominently posted at the event. **I acknowledge that I will purchase a Certificate of Insurance (per the facility rental contract with the college, naming Shoreline Community College as the additional insured and take ALL responsibility for the public attending my event on campus. I understand additional campus security and/or King County Police supervision will be required to be present when alcohol is served at my event on campus, at my expense. I have reviewed the alcohol section of the SCC Facility Usage Guidelines and Procedures posted at: <https://www.shoreline.edu/roomrentals/rentalrules.aspx>**

Name: _____ Date: _____

THIS SECTION FOR COLLEGE USE ONLY

RESERVATION # _____

If Outside Rental – Facilities Rental Approval: _____ Dated: _____

If College event – Faculty or Department Approval: _____ Dated: _____

Shoreline Community College Administrative Approval: _____ Dated: _____

Signature: _____

Dated: _____

Vice President, Business & Administrative Services

Authorization to Serve Alcoholic Beverages on Campus & Apply for Liquor Permit

In order to serve alcohol on the Shoreline Community College campus the Applicant must have the following items in place before the event start date:

1. Complete all sections of this form and submit to the Shoreline CC Facilities Rental Office at events@shoreline.edu.
2. Allow a minimum of (3) weeks of event processing time in advance of the event.
3. Obtain approval signatures from the Shoreline CC Administration, Facilities Rentals Office, and Faculty/Department Representatives (if the event is College-Sponsored).
4. The Facilities Rentals Office will notify applicants if/when the application has been approved.
5. Upon application approval, the applicant will receive a copy of the signed document for their records.
6. Information regarding an application for a Banquet or Special Events Permit to Serve Alcoholic Beverages on campus may be found online at <http://liq.wa.gov>.
7. Ensure you have a room reservation confirmation, including the reservation number and supporting documentation, and/or a signed Shoreline CC Facilities Rental agreement BEFORE you apply for a Washington State liquor permit.
8. Purchase or Banquet or Special Events Permit to Serve Alcoholic Beverages from the Washington State Liquor Control Board.
9. Submit a copy of the event liability insurance coverage in the amount of \$1,000,000 with Shoreline Community College named as an "additional insured" to the Facilities Rentals Office a minimum of (1) week prior to the event.

Event Compliance and Restrictions

- Shoreline Community College students and their Clubs and Organizations are prohibited to serve alcohol at campus events and activities.
- If the applicant is faculty or staff employed by the college, or if the event is sponsored by a College department, this application form must also include a signature from a Dean or Director overseeing the department.
- No one under the age of 21 years may attend an event where alcohol is served on the Shoreline Community College campus. Some exclusions may apply if minor children are sequestered and supervised in another room/facility on campus. Check with the Facilities Rentals Office to ensure you are in compliance.
- Continuing education or college classes serving alcohol, such as a wine tasting class, also require a Shoreline Community College Application form to be completed before the banquet or special events permit is obtained from the WA State Liquor and Cannabis Board. All college department events will need to hire personnel to serve the alcohol who have valid MAST State Pouring Licenses.
- All servers pouring alcohol on campus must have a valid WA State MAST license, as issued by the State and/or authorized organization recognized by the State Liquor and Cannabis Board. <https://lcb.wa.gov/>
- The Applicant will purchase all alcohol and obtain a Banquet or Special Events permit as required by the Washington State Liquor and Cannabis Board. The permit must be submitted to the Shoreline Community College Facility Rental office in advance and posted at the event.
- No hard liquor is permitted on campus without special permission from College Administration. Permission is only granted for a specialty event beverage; there are no full-bar setups allowed on campus.
- The applicant will accept responsibility for compliance with the Washington State laws and regulations established by the Washington State Liquor and Cannabis Board and policies and the procedures of Shoreline Community College for events serving alcohol.
- The applicant will be required by the College to have one or more King County police officers and/or Shoreline Community College Security officers present during the time the alcohol is being served. The applicant or College department organizing the event will pay for the additional security personnel.

Special Occasion Licenses

A special occasion license allows a bona fide nonprofit organization to sell liquor at a specific time, date and place. Examples of events include fundraising dinners, gala events, auctions, and wine tastings.

- Cost: \$60 per day, per location
- Applications available online or at state and contract liquor stores
- Submit your application and fee 45 days before the event to: Washington State Liquor Control Board Licensing and Regulation Division: P.O. Box 43085 Olympia, WA 98504-3085
- Available to bona fide nonprofit organizations
- Allows sales of spirits, beer and wine by individual serving for on-premises consumption
- The local authority (e.g., mayor or county executive) will be notified of your application and have the opportunity to weigh in on the application
- Organizations are limited to 12 single-day events per calendar year
- Special occasion licensees may not advertise or sell alcohol below cost
- Beer or wine may be purchased wholesale or retail, at full retail price

Banquet Permits

Banquet permits are to be purchased for events where liquor will be served that are not business or promotional, but instead invite only gatherings such as weddings, company banquets, retirement parties, and club, organization or church events. Banquet permits are available to for-profit businesses, societies, organizations, and individuals. Retail liquor businesses may not use banquet permits. Liquor is to be free of charge or brought to the event by those invited. If you have questions about banquet permits, call the Licensing Customer Service desk at (360) 664-1600.

- Applications available online or at state and contract liquor stores
- Banquet permits cost \$10 per day for each event. An email address and a credit or debit card is required to complete permit purchases.
- All banquet permit sales are final and no refunds will be issued.
- Banquet permits are available to for-profit businesses, societies, organizations, and individuals.
- Attendance must be by invitation only, and the event may not be open or advertised to the public.
- Liquor must be free of charge, or brought by individuals attending the event. No separate or additional charge may be made for liquor, and donations cannot be accepted.
- The event cannot be for business promotions.
- Liquor must be purchased from a retail store at full retail price.
- Package deals are permitted (e.g., the cost of dinner, liquor, and entertainment is included). No profit may be made from the packaged deals.
- You must obtain any required permits from your local authorities and the facility where the event will be held, when you host an event in a public place
- Be sure to post a copy of your permit at the location where you will be serving the alcohol so it is visible to all law enforcement personnel.

A banquet permit is NOT required when all of the following apply:

- The event is hosted by an individual, not an organization or business entity
- Guests are not charged for admission or anything provided at the function (e.g. ice, setup, food, hors d'oeuvres)
- Costs includes donations, dues, fees, or otherwise
- The event would normally be held in the individual's private home, and number of attendees requires a separate facility accommodate guests
- The facility where the event is held is closed to the general public during the event and does not have a liquor license
- There is no business purpose or financial gain for the event