To be eligible for a new Alcohol Beverage License, you must meet the relevant requirements or your application will not be processed.

- **Sole Proprietorship:** You must have been a resident of South Carolina for at least 30 days.
- **General Partnership:** The partnership must have been formed in South Carolina for at least 30 days.
- **Corporation, Limited Liability Corporation (LLC), Limited Liability Partnerships (LLP):** Entity must have been registered with the South Carolina Secretary of State (SCSOS) for at least 30 days.

Submit all of the following documents at least 15 days before your special event:

1. Completed ABL-900 application, signed and dated
2. License and/or permit fees
3. Completed ABL-946 for each principal
4. Criminal record check (CRC) for all principals that is less than 90 days old
   - If the principal has lived in SC for two years or more, submit the CRC from South Carolina State Law Enforcement Division (SLED) at [www.sled.sc.gov](http://www.sled.sc.gov).
   - If the principal has lived in SC for less than two years, the statewide CRC must be submitted from the previous state of residency and from SLED at [www.sled.sc.gov](http://www.sled.sc.gov).
   - If the principal is not an SC resident, the statewide CRC must be submitted from the current state of residency.
   - Attach a disposition for any charge that does not list the court charges determination.
5. Completed ABL-100. Your application will not be processed without this form.
6. Retail Sales License number if you are charging an entry fee and/or selling tickets and selling food and/or beverages. If you do not already have a Retail Sales License, apply online at [dor.sc.gov/register](http://dor.sc.gov/register).
7. Admissions Tax License number if you are charging an entry fee and/or selling tickets and providing entertainment (for example: games, dancing, music, or plays). If you do not already have an Admissions Tax License, apply online at [dor.sc.gov/register](http://dor.sc.gov/register).
8. Retail Sales License and Admissions Tax License numbers if you are charging an entry fee and/or selling tickets, selling food and/or beverages, and providing entertainment (for example: games, dancing, music, or plays). If you do not already have a Retail Sales License and an Admissions Tax License, apply online at [dor.sc.gov/register](http://dor.sc.gov/register).
9. Completed ABL-977 or a copy of your lease if the event location is currently licensed to sell beer, wine, and/or liquor.
Check the license and/or permit types you're applying for. If your event continues past 11:59 PM, an additional day's fee is required.

<table>
<thead>
<tr>
<th>License/permit type</th>
<th>Beginning date</th>
<th>Beginning time</th>
<th>Ending date</th>
<th>Ending time</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beer/Wine (TBP)</td>
<td>$10/day</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Liquor (TLP)</td>
<td>$35/day</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL: ____________________

I understand that a misstatement or concealment of fact in an application is sufficient grounds for the revocation of the license and/or permit. Under penalties of perjury, I declare that I have read and understood this form and the information I have provided is true, correct, and complete.

Principal's signature ____________________ Date ____________________
What you need to know:

- The SCDOR cannot issue a license and/or permit to anyone that owes delinquent taxes, penalties, or interest.
- You are waiving your rights under SC Code Sections 12-54-240 and 30-2-1. You can read the full code sections at dor.sc.gov/policy.
- The SCDOR has the right to share information with other principals or applicants in order to process the application or renewal.

Legal entity name ________________________________ FEIN __________________

Principal's name ________________________________

Home address (no PO box) ________________________________ Street ________________________________

City __________________ State __________________ ZIP __________________

Date of SC residency (mm/dd/yyyy) __________________ Date of birth (mm/dd/yyyy) __________________

SSN __________________ FEIN __________________ Percent of ownership __________________

Principal types (Check one):

☐ Owner ☐ Corporate officer ☐ Partner ☐ Member (LLC) ☐ Manager (LLC)
☐ Employee/Manager ☐ Nonprofit officer ☐ Fiduciary ☐ Publicly traded agent

Have you as an individual, or as an organization in which you were a principal, had any license to sell beer, wine, or liquor revoked or suspended in this state or any other state?  ☐ Yes ☐ No  If yes, you must attach an explanation.

Have you been convicted of a crime in South Carolina or any other state?  ☐ Yes ☐ No  If yes, you must attach an explanation.

I understand that a misstatement or concealment of fact in an application is sufficient grounds for the revocation of the license and/or permit. Under penalties of perjury, I declare that I have read and understood this form and the information I have provided herein is true, correct, and complete.

Principal's Signature ___________________________ Date ___________________________

Social Security Privacy Act Disclosure

It is mandatory that you provide your Social Security Number on this tax form if you are an individual taxpayer. 42 U.S.C. 405(c)(2)(C)(i) permits a state to use an individual's Social Security Number as means of identification in administration of any tax. SC Regulation 117-201 mandates that any person required to make a return to the SCDOR must provide identifying numbers, as prescribed, for securing proper identification. Your Social Security Number is used for identification purposes.
Special event organizers must submit this application to the Chief of Police of the municipality where their event is located. If the special event does not take place within municipal limits, submit this application to the Sheriff of the county where the event is located.

If the Chief of Police or Sheriff is unable to sign, you must include a written statement from the Chief of Police or Sheriff authorizing another law enforcement representative to sign on their behalf.

<table>
<thead>
<tr>
<th>To be completed by the applicant</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Legal entity name or sole proprietor</strong></td>
</tr>
<tr>
<td><strong>Physical location of event</strong></td>
</tr>
<tr>
<td><strong>Date(s) of special event</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>To be Completed by the Chief of Police or Sheriff</th>
</tr>
</thead>
<tbody>
<tr>
<td>I have been informed by the applicant above about their application for a Special Event license to sell beer, wine, and/or liquor at the address shown above.</td>
</tr>
</tbody>
</table>

- **Do not object to the issuance of the Special Event License.**
- **Object to the issuance of the Special Event License.**

<table>
<thead>
<tr>
<th><strong>Signature of authorized law enforcement official</strong></th>
<th><strong>Date</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name and title of authorized law enforcement official</strong></td>
<td><strong>Department</strong></td>
</tr>
</tbody>
</table>

If this form is not completely filled out, your application will be returned to you.

The entire application must be presented to law enforcement officials with this form. Any alterations of this form will void the agreement.

If you are applying for multiple locations, this form must be submitted for each location.
Special Event Guidelines

A Special Event License for beer, wine, and/or liquor authorizes the sale of beer, wine, and/or liquor at events allowing the sale and on-premises consumption at the licensed location. Special events cannot exceed 15 consecutive days per SC Code Section 61-4-550(A). Events continuing beyond 11:59 PM require an additional day's fee.

If the special event has outside vendors within the event, each location allowing the sale of liquor is required to obtain a Special Event License. Liquor is required to be confined to the specific area from which it is sold. Fencing, signs, and bike racks are a few ways the area can be defined.

SC Code of Regs 7-202.3 states:
- The premises of a nonprofit organization must be separate from the premises of any business operation, including businesses licensed to sell liquor by the drink.
- The premises of a nonprofit organization are considered separate if the organization has its own address and separate entrance, and is not connected with another business premises by common doorways or passageways, either interior or exterior.

TYPES OF SPECIAL EVENTS

Special events with beer and wine
- Festivals or Fairs: These events are generally sponsored by an organization and include state/county fairs and various art, food, and holiday festivals.
- Sporting Events: These events are generally sponsored by schools or sports foundations and include tennis and golf tournaments, bicycle races, marathons, half marathons, 5K runs, and other track and field events.
- Community Events: These events are sponsored by either a city, a business association, or a chamber of commerce and include wine walks, concerts, or small events throughout the course of the year.
- Weddings or Receptions: These events are generally sponsored by an individual or a group of people and include cash bars at weddings or business luncheons.

Special events with beer, wine, and liquor
- Fundraisers or Banquets: These events are generally held by nonprofit organizations where ticket subscriptions or memberships are required.
- Social Functions: These events are generally organized by members of an organization or club, and include class reunions, fraternal organization gatherings, and college fraternity/sorority events.
- Store Grand Openings: These events are generally sponsored by an individual or a group of people. Beer, wine, and liquor do not have to be sold, but are available to attendees.

Special events where liquor is sold
- Nonprofit Events: This license is only available to bona fide nonprofit organizations or educational foundations that have an eleemosynary charter from the SC SOS or a political party affiliate certified from the SC SOS.

Special events where a license and/or permit is not required
- To determine if your event requires a license, see the Unlicensed Social Functions section on our website at dor.sc.gov/tax/abl/general-information.

If you're not sure which Special Event License you qualify for, see our FAQs at dor.sc.gov/tax/abl/faq.