

**You are only eligible to apply if:**

- **Sole Proprietorship:** You've been a resident of South Carolina for at least 30 days.
- **General Partnership:** Partners have been residents of South Carolina for at least 30 days.
- **Corporation, Limited Liability Corporation (LLC), Limited Liability Partnerships (LLP):** Entity has been registered with the South Carolina Secretary of State (SCSOS) for at least 30 days.

**YOU MUST MEET THE 30 DAY REQUIREMENT LISTED ABOVE OR YOUR APPLICATION WILL NOT BE ACCEPTED.**

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

- \_\_\_ 1. Completed ABL-900 application, signed and dated
- \_\_\_ 2. License 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 more than two years, the CRC must be completed by the State Law Enforcement Division (SLED) at [www.sled.sc.gov](http://www.sled.sc.gov) or SLED Headquarters, Criminal Records Department, PO Box 21398, Columbia, SC 29221. If the principal has lived in SC for less than two years, the CRC must be submitted from the previous state of residency and from SLED. If principal is not a SC resident, the CRC must be submitted from the current state of residency. Attach a disposition for any charge that does not list the court charge.
- \_\_\_ 5. Completed ABL-100. Your application will not be processed without this form.



STATE OF SOUTH CAROLINA
DEPARTMENT OF REVENUE
APPLICATION FOR SPECIAL EVENT BEER,
WINE, AND/OR LIQUOR

This application MUST BE SUBMITTED at least 15 days prior to your special event.

Mail to: SCDOR, ABL Section, PO Box 125, Columbia, SC 29214-0907
Phone: 803-898-5864

File Number \_\_\_\_\_

Check the license types you're applying for. If your event continues past 11:59 PM, an additional day's fee is required.

Table with 7 columns: License Type, Beginning date, Beginning time, Ending date, Ending time, Fee, and a TOTAL row.

PRINT ALL INFORMATION

Main application form with sections: 1. Legal entity name or sole proprietor, 2. Physical location where event is to be held, 3. Mailing Address, 4. Type of ownership, 5. Are you registered with the SCSOS as a charity?, 6. Trade name (doing business as), 7. Business phone number, 8. FEIN/SSN, 9. Email, 10. Type of event, 11. Are you selling tickets, 12. Are you charging admission, 13. Is the event location within SC municipal limits, 14. Is the event location currently licensed to sell beer, wine, and/or liquor?

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.
- If an entity who is not an individual applies for a license and/or permit, all principals of the entity must also apply. See SC Code Sections 61-2-160 and 61-2-100 at **dor.sc.gov/policy**.
- To apply, you must allow information about your South Carolina taxes to be shared with any party. The information that may be shared includes, but is not limited to, information about delinquent taxes, penalties and interest, outstanding liabilities, or information concerning failure to file returns.
- 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**.
- SCDOR has the right to share information with other principals or applicants to process the application or any renewal.

Complete an ABL-946 for each principal.

\_\_\_\_\_ FEIN/SSN \_\_\_\_\_  
Legal entity name or sole proprietor

\_\_\_\_\_ Name \_\_\_\_\_

\_\_\_\_\_ Home Address (No PO Box) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Month/Date/Year of SC Residency \_\_\_\_\_ Date of Birth \_\_\_\_\_

SSN \_\_\_\_\_ FEIN \_\_\_\_\_ Percent of Ownership \_\_\_\_\_

Select 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 alcoholic liquors 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.**

**SWORN to and subscribed before me** this \_\_\_\_\_ day of \_\_\_\_\_, year of \_\_\_\_\_

Notary Public for \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

Notary (legal signature) \_\_\_\_\_

Notary (printed name) \_\_\_\_\_

**This Consent and Waiver is effective as of the date sworn on this form. It may be revoked in writing by signing and notarizing form ABL-946R, or until the applicable permit or license is terminated or revoked.**

\_\_\_\_\_  
**Principal's Signature**

**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.



STATE OF SOUTH CAROLINA  
DEPARTMENT OF REVENUE  
**LAW ENFORCEMENT NOTIFICATION FOR  
SPECIAL EVENT APPLICATION**

**To be Completed by the Applicant**

This form must be submitted to the Chief of Police if the event is located within the municipal limits of a city or town or the Sheriff if the event is outside the municipal limits of a city or town.

\_\_\_\_\_  
Legal entity name or sole proprietor

\_\_\_\_\_  
Physical location of event

\_\_\_\_\_  
City or town

\_\_\_\_\_  
County

\_\_\_\_\_  
Date(s) of special event

\_\_\_\_\_  
Beginning time

\_\_\_\_\_  
Ending time

**To be Completed by the Chief of Police or Sheriff**

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.

**I do not object to the issuance of the special event license**

**I object to the issuance of the special even license**

\_\_\_\_\_  
Signature of authorized law enforcement official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and title of authorized law enforcement official

\_\_\_\_\_  
Department

\_\_\_\_\_  
Phone number

**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:

- 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 SCSOS or a political party affiliate certified from the SCSOS.

### 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](http://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](http://dor.sc.gov/tax/abl/faq).