



**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.

The fastest, easiest way to submit the ABL-900 is by using our free online tax portal, MyDORWAY, available at **MyDORWAY.dor.sc.gov**. You must have a MyDORWAY account before applying for the Special Event Permit. To apply on MyDORWAY, start by logging in, then click the **More** tab. On the next screen, select **Apply for a New Alcohol Beverage License**.

Or you can submit the ABL-900 by:

**Mail:** SCDOR, ABL Section, PO Box 125, Columbia, SC 29214-0907

**Email:** ABL@dor.sc.gov

**Submit all of the following documents at least 3 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**.
  - 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**.
  - 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 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**.
- \_\_\_ 7. Completed ABL-977 or a copy of your lease if the event location is currently licensed to sell beer, wine, and/or liquor.
- \_\_\_ 8. Copy of your notification email to the (SLED)
  - You must notify SLED at least 24 hours before the event by emailing **ABLSpecialEventPermits@sled.sc.gov**.
  - Your email should include your name and your organization's name and the type, location, date, and time of the event.
  - Copy or forward your email to **ABLCompliance@dor.sc.gov**.
- \_\_\_ 9. Certificate of coverage (ACORD 25) or insurance policy specifying your liquor liability coverage of at least \$500,000 for your event, unless you qualify for mitigating factors.
  - The per occurrence coverage must be at least fifty percent of the total aggregate limit.
- \_\_\_ 10. Copy of contract with venue or proof of ownership.

**A Special Event License or Permit will not be issued if there is a pending application for a permanent license or permit for the same location.**



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

This application must be submitted at least 3 days prior to your special event.

Save time and paper! Complete your application on MyDORWAY at MyDORWAY.dor.sc.gov.

Mail to: SCDOR, ABL Section, PO Box 125, Columbia, SC 29214-0907

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

Email: ABL@dor.sc.gov

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 with 6 columns: License/permit type, Beginning date, Beginning time, Ending date, Ending time, Fee. Includes rows for Beer/Wine (TBP) \$10/day and Liquor (TLP) \$35/day, and a TOTAL row.

1. FEIN/SSN \_\_\_\_\_

2. Legal entity name \_\_\_\_\_ 2a. Trade name (DBA) \_\_\_\_\_

3. Applicant's mailing address \_\_\_\_\_

Street City County State ZIP

4. Business phone number \_\_\_\_\_ 4a. Contact email \_\_\_\_\_

5. Are all principals US Citizens? [ ] Yes [ ] No If no, submit an ABL-920 along with the appropriate immigration documents.

6. Type of ownership [ ] Sole proprietor [ ] Partnership [ ] Unincorporated association [ ] LLC/LLP [ ] SC corporation [ ] Foreign corporation [ ] Nonprofit organization [ ] Political party or affiliate

7. Type of event (dance, festival, fundraiser, etc.) \_\_\_\_\_

8. Event location (physical location must include street number) \_\_\_\_\_

Street City County State ZIP

9. Is this event location within SC municipal limits? [ ] Yes [ ] No If yes, which municipality? \_\_\_\_\_

10. Are tickets being sold or donations being accepted for entry? [ ] Yes [ ] No If yes, by whom? \_\_\_\_\_ If yes, provide the Admissions Tax License number or attach Admissions Tax Exemption Certificate. \_\_\_\_\_

11. Are alcoholic beverages being sold? [ ] Yes [ ] No If yes, provide your Retail Sales Tax License number \_\_\_\_\_

12. Retail Sales License number \_\_\_\_\_ 12a. Retail Sales Exemption number \_\_\_\_\_

13. Name of Wholesaler delivering product \_\_\_\_\_

14. Wholesaler contact name \_\_\_\_\_ 16a. Wholesaler contact phone number \_\_\_\_\_

15. Is this event location currently licensed to sell beer, wine, and liquor? [ ] Yes [ ] No If yes, provide the following:

15a. Alcohol Beverage License file number \_\_\_\_\_

15b. Name of business \_\_\_\_\_

Legal entity name or sole proprietor, including trade name

The applicant is required to provide a valid lease, contract with the venue, or proof of location ownership.

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 \_\_\_\_\_



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

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.

**To be completed by the applicant**

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

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

\_\_\_\_\_  
Municipality (if applicable)

\_\_\_\_\_  
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 Event 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.



**If you're applying on MyDORWAY, the ABL-946 is part of the normal application workflow. You do not need to submit or attach a paper copy of the ABL-946 if applying on MyDORWAY.**

**Mail to:** SCDOR, ABL Section, PO Box 125, Columbia, SC 29214-0907

**Email:** ABL@dor.sc.gov

**What you need to know:**

- The SCDOR cannot issue a license or permit to anyone who owes delinquent taxes, penalties, or interest.
- You are waiving your rights under SC Code Title 30, Chapter 2 and SC Code Section 12-54-240. Full code sections are available at [dor.sc.gov/policy](http://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 Guidelines

The **Special Event Beer & Wine Permit (TBP)** authorizes the sale of beer and wine at special events for consumption on the licensed premises.

The **Special Event Alcoholic Liquors License (TLP)** authorizes the sale of alcoholic liquors at bona fide nonprofit events for consumption on the licensed premises. This permit is issued to nonprofit organizations only. To be eligible for this permit a nonprofit organization must have an eleemosynary charter from, or be a political party affiliate certified by, the South Carolina Secretary of State's office.

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.

## Special events where a license and/or permit is not required

A license or permit is not required if a person or entity provides beer, wine, and/or liquor at a function free of charge and free of any consideration whatsoever. This is referred to as an unlicensed social function.

An unlicensed social function is an event of a noncommercial nature where admission is not charged, and beer, wine, or liquor is being consumed, but not sold, and the person having the function does not have a beer and wine permit or liquor license. A wedding reception where beer, wine, or liquor is being consumed is an example of an unlicensed social function. A bartender, caterer, or event hall may NOT provide the beer, wine, or liquor for this type of event to be considered an unlicensed social function

If you're not sure which Special Event License or Permit you need, see the **Special Event** pages at [dor.sc.gov/tax/abl/licenses](http://dor.sc.gov/tax/abl/licenses).

## Frequently Asked Questions

### Who should obtain the Special Nonprofit Event License or Special Event License?

If the host of the event is charging any fees where the alcohol is going to be provided, the host must obtain the Special Nonprofit Event License or Special Event License. The host, as the license holder, must acquire the beer and wine from a licensed wholesaler and liquor from a licensed Class B Retail Liquor Store. The host may hire someone to tend the bar only.

When a bartender, caterer, event hall, or other businesses provides the alcohol, they would be required to obtain the license instead of the host.

### How long does it take to get a special event license?

Special event applications must be submitted at least 3 days prior to the event. The earlier we receive an application, the more time we have to resolve any issues that may arise.

### Can I have liquor moving freely at my special event?

If you have multiple stations set up with outside vendors for an event, you must keep the liquor within the confined area from which it is sold. However, if there will not be any outside vendors present, liquor is allowed to move freely throughout the event space.

Per Regulation 7-202.3:

1. The premises of a nonprofit organization must be separate from the premises of any business operation, including business establishments licensed to sell alcoholic liquor by the drink.
2. The premises of a nonprofit organization will be deemed separate if the organization has its own address and separate entrance, and is not connected with another business premises by common doorways or passageways, whether interior or exterior.

**May I purchase beer, wine and/or liquor from a retail store?**

No. Once you obtain a special event license you become a retailer and all beer, wine, and liquor must be purchased from an SC licensed wholesaler.

**If I am having my event at a location that holds only a beer and wine permit may I obtain the special event for liquor and use the locations beer and wine permit?**

No. In order to have a special event at a license location the location must lease the area to the event holder, that lease will render their beer and wine license invalid during the leased period. The beer, wine, and/or liquor must be provided by the same entity

**Can I sell tickets to an event and allow a nonprofit to obtain the permit if I am going to donate the proceeds to them?**

No. The entity that collects the money must be the same as the one who holds the license.

**Can I get a special event for my home?**

No. We do not license personal residences.