



togetherforbetter

Department of Business License

Vincent V. Queano, Director

500 SOUTH GRAND CENTRAL PKY, 3RD FLOOR
BOX 551810

LAS VEGAS, NEVADA 89155-1810

Phone: (702) 455-4111

Toll Free: (800) 328-4813

Fax: (702) 386-2168

<http://www.clarkcountynv.gov/businesslicense>

OFF- PREMISE LIQUOR PERMIT APPLICATION

ALL APPLICATIONS REQUIRE THE FOLLOWING:

This application is supplemental to special event(s) permitting. If you are hosting, or vending, at a special event please ensure that you have (or event management has) also completed the appropriate special event permit application with either [Clark County Parks and Recreation](#) or [Clark County Public Works](#). *Notice: Incomplete documentation will be returned without being processed.*

- **PERMIT TO OPERATE AN OFF-PREMISE EVENT WITH A CURRENT LIQUOR LICENSE**

Applicants seeking an Off-Premise Liquor Permit for a special event, you must already hold a valid and current liquor license department pursuant to [Clark County Code Chapter 8.20](#).

- **A COMPLETED APPLICATION FOR AN OFF-PREMISE LIQUOR PERMIT**

A completed *Off-Premise Liquor Permit Application* (attached) will contain the following:

- Applicable event information, including:
 - Liquor License number as assigned by this department (*required*).
 - Event location, date(s), and time(s)
 - Description of event and estimated attendance
 - Type of permit being requested
 - Number of service locations at event
 - On-site Supervisor contact information
 - List of *all* employees serving or supervising alcohol distribution; including work card number and Alcohol Awareness Training information.
 - If more room is necessary to list all employees for the event, please either include additional copies of this form or provide a list of all employees with all applicable information (work card and training) as required by this permit application.
- Please attach an approval letter from Clark County Department of Parks and Recreation if your event will be held on County property or at a County Parks and Recreation facility.

- **PAY FEES**

Fees for operating as an off-premise liquor licensee at an event are issued based on a flat fee of \$50 per Beer only service permit, \$75 per Beer and Wine service permit, and \$150 per Liquor service permit at the proposed special event. Choice of service permit is only available if the applicant currently has a coordinating liquor license as approved by the department.

OTHER ACTIVITIES

If there are other activities conducted with your event you may be required to obtain additional business licenses/permits from Business License or other agencies in conjunction with this Off-Premise Liquor Permit application.

PROCESS & APPROVALS

All off-premise liquor permits are subject to provisions and prohibitions as outlined in [Clark County Code Chapter 8.20](#).

Once the “Application for Off-Premise Liquor Permit” has been submitted *and the payment processed*, Clark County Business License will issue an “Off-Premise Liquor” *subject to approval* by the department and inspecting agencies as necessary, or as required, for the special event. A business license technician will be in contact with any additional necessary information or next steps.

OTHER DEPARTMENT CONTACT INFORMATION

[Clark County Planning and Zoning](#)

Phone: (702) 455-4314

Email: zoning@ClarkCountyNV.gov

Address: Clark County Govt. Center, 1st Floor
500 S. Grand Central Pkwy
Las Vegas, NV 89155

[Clark County Parks and Recreation](#)

Phone: (702) 455-8200

Email: SPERentals@ClarkCountyNV.gov

Address: Clark County Govt. Center, 2nd Floor
500 S. Grand Central Pkwy
Las Vegas, NV 89155



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OFF-PREMISE LIQUOR PERMIT APPLICATION

- Please fill out form completely; use black ink only; *incomplete, illegible, or altered application forms will be returned.*
- Payments can be made by cash, check, or money order made payable to: Clark County Department of Business License.

BUSINESS INFORMATION

Date of Application:	Liquor Licensee Business Name:		
Are you a current liquor licensee? (Check one)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Liquor Business License #:	
Business Email:		Phone Number:	

EVENT INFORMATION

Event Sponsor:		Associated Business Name:	
Location/ Address of Event (Include Suite Number):		City/ State:	Zip Code:
Event Start Date:	Event End Date:	Hours (Start Time):	Hours (End Time):
Description of Event:			
Estimated Attendance:		Number of Liquor Service Locations to be Operated:	

Type of Permit Requested:
 Beer (Fee: \$50)
 Beer & Wine (Fee: \$75)
 Full Liquor (Fee: \$150)
(PER EVENT DAY)

EMPLOYEE INFORMATION

On-site Contact Information

Liquor Supervisor at Event: (First, M.I., Last)

Primary Phone:	Alternate Phone:
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List all employees serving or supervising alcohol distribution

Name	Work Card Number	Work Card Expiration Date	Alcohol Awareness Training Expiration Date

If you need more room for more employees, submit the information on an additional form or a separate sheet of paper.

SIGNATURES (requires signatures of owner, officer, authorized or legal signer)

_____	_____
Applicant's Signature	Applicant's Printed Name and Title

FOR OFFICIAL USE ONLY

CCBL Director	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove	Signed:	Date:
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