



# Department of Business License

Vincent V. Queano, Director

500 SOUTH GRAND CENTRAL PKY, 3RD FLOOR

BOX 551810

LAS VEGAS, NEVADA 89155-1810

Phone: (702) 455-4252

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](mailto:zoning@ClarkCountyNV.gov)

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

#### [Clark County Parks and Recreation](#)

Phone: (702) 455-8200

Email: [SPERentals@ClarkCountyNV.gov](mailto:SPERentals@ClarkCountyNV.gov)

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



# Department of Business License

Vincent V. Queano, Director

500 SOUTH GRAND CENTRAL PKY, 3RD FLOOR

BOX 551810

LAS VEGAS, NEVADA 89155-1810

Phone: (702) 455-4252

Toll Free: (800) 328-4813

Fax: (702) 386-2168

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

## 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)

### EMPLOYEE INFORMATION

#### On-site Contact Information

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

#### 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

Parks and Recreation	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> N/A	Reviewed by:	Date:
Zoning	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> N/A	Reviewed by:	Date:
Business License Staff	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove	Reviewed by:	Date:
CCBL Director	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove	Signed:	Date: