

"ON-PREMISES SAMPLING"

Requests to be submitted/faxed at least TWO (2) *BUSINESS DAYS BEFORE THE EVENT
[*The Honolulu Liquor Commission office is open Mon.-Fri., except for State & City holidays.]

Name of Licensed Premise (Trade Name) Liquor License No.

Street Address

City, State, Zip Code

Phone No.: _____ FAX No.: _____

ATTN: Administrator
Liquor Commission
City and County of Honolulu
711 Kapiolani Blvd., Suite 600
Honolulu, HI 96813-5249

Date: _____

(NEW) Secretary's direct phone#: (808) 768-7303

We request your permission to have an on-premises sampling of the following item(s):
[attach an additional sheet, if necessary] _____

at the following store #/address: _____
on : _____ date(s) & time of sampling

Sampling to be conducted by: _____

DO NOT USE THIS SPACE

Sampling Individual's name & Company _____

Licensee's Authorized Signature

(PRINT Name)

Title

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In accordance with Rule 3-82-38.18, "Sampling on Licensed Premises", Rules of the Liquor Commission, City and County of Honolulu:

(a) Sampling requests must be submitted for prior approval by the Administrator .
Requests must show: type of liquor, date & hours of the event, and the name of the person in charge of the sampling.

(b) Beer or wine limited to one (1) three-ounce (3 oz.) sample of each item per person.
Distilled spirits limited to a single one-ounce (1 oz.) sample of each item per person.

(c) No minor shall be permitted to sample. • **Rule 3-84-78.1(b)**. No employee, while on-duty, shall consume liquor.

(d) No person under the age of eighteen (18) years shall serve liquor.

(e) A copy of the approval form shall be conspicuously posted /readily available in the vicinity of the sampling area.

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CITY AND COUNTY OF HONOLULU

LIQUOR COMMISSION

PACIFIC PARK PLAZA • 711 KAPIOLANI BOULEVARD, SUITE 600 • HONOLULU, HAWAII 96813-5249

(NEW - eff. May '08) PHONE: (808) 768-7355 • FAX: (808) 591-2700

E-MAIL: liquor@honolulu.gov • WEBSITE: www.honolulu.gov/liq

MUFI HANNEMANN
MAYOR

DEWEY H. KIM, JR.
LIQUOR CONTROL ADMINISTRATOR

MEMORANDUM

TO: LIQUOR LICENSEES

FROM: Ms. Sandy Chong, Secretary III
NEW (eff. May '08) direct phone: (808) 768-7303

SUBJECT: FORMS for "ON-PREMISES SAMPLINGS" (revised 5/12/08)

Due to the increase in the number of samplings, and the incomplete information in request letters, the "On-Premises Sampling" form has been devised for all liquor licensees. Type in your store info at the top of the form, then use it as your "master" copy (xerox it for future use).

PLEASE NOTE THE FOLLOWING:

- **Submit requests at least 2 business days before the event** - either by FAX, E-mail or in-person. (It can be submitted by the supplier/promotional organization, as long as it is signed by the licensee on whose premises the sampling is being held.)
- **List the premise's liquor license number.**
- **List the premise's telephone number and FAX number.**
- **Authorized signature by the liquor licensee of where the sampling is to be held.**
REMEMBER: the sampling company is not responsible for the event; if any violations occur, it is (you) the licensee, who will be cited because the event was held on (your) premises.
- Be guided by Liquor Commission Rule 3-82-38.18, "Sampling on Licensed Premises"
 - (a) List types of liquor, date & hours of the event, and the name of the person in charge of the sampling.
 - (b) Samples of beer or wine limited to one (1) three-ounce (3 oz.) sample of each item per person.
 - (b) Distilled spirits limited to a single one-ounce (1 oz.) sample of each item per person.
 - (c) No minor shall be permitted to sample.
 - (e) A copy of the approval form shall be conspicuously posted /readily available in the vicinity of the sampling area.

You are also advised of the following:

- **Rule 3-84-78.1(b).** No employee, while on-duty, shall consume liquor.

If there are any questions, please contact us, preferably via E-mail:
liquor@honolulu.gov