

**NON-PROFIT**  
**One-Day Special License**  
**STATEMENT OF UNDERSTANDING**

Licensee Applicant: \_\_\_\_\_

In exchange for the granting of a SPECIAL ONE-DAY license, the above-named Licensee acknowledges that:

1. The Licensee is a not-for-profit organization of which no part of the income or profit derived from the use of this special license shall be distributable to its members, directors or officers. If a third party will receive a distribution, please note if the third party is a not-for-profit entity and confirm funds will be used for the required purpose of the applicant.
2. The Licensee shall comply with the liquor laws of the State of Hawaii and the Rules of the Liquor Commission of the City and County of Honolulu [reference HRS 281-31(j)]. Additionally, the Licensee is responsible for its employees', contractors' or agents' compliance with the liquor laws of the State of Hawaii and the Rules of the Liquor Commission.
3. The Licensee is not required to register its employees or maintain time records for its employees as required by Rules 3-82-38.4 and 3-82-38.5 of the Rules of the Liquor Commission.
4. Permissible hours of operation for a Special One-Day license for the sale, service or consumption of liquor shall be from 6:00 a.m. to 12:00 midnight or as otherwise approved by the Liquor Commission.
5. Minors under the age of eighteen (18) will not be allowed to sell or serve liquor; minors under the age of twenty-one (21) will be closely supervised by a competent adult.
6. Liquor Control Investigators are authorized to enter the premises and/or function to inspect for compliance with the liquor laws of the State of Hawaii and the Rules of the Liquor Commission.
7. The Licensee will be held accountable for maintaining fiscal records of the purchase and the sale of liquor for this function or any distributions of money derived from this function or event. All fiscal records will be maintained within the State of Hawaii and these records, including but not limited to, sales records, invoices, and records of distributions of funds, shall be made available for inspection and/or auditing by the Liquor Commission Auditors upon request. Fiscal records shall be preserved for a period of not less than one year, unless so authorized by the Liquor Commission.
8. The Licensee may hire second party caterer(s) for food only (no liquor). Licensee shall submit the "Notification of Second Party Caterer" form #LIQ-LIC-117 with the One-Day Special License Application.

ACKNOWLEDGE RECEIPT AND UNDERSTANDING:

\_\_\_\_\_  
SIGNATURE Director/Authorized Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

*Note: If submission by Authorized Agent, please submit a Letter of Authorization or Notification of Authorized Agent (form# LIQ-LIC-106), signed by the Director.*