

**LIQUOR COMMISSION
CITY AND COUNTY OF HONOLULU**

711 KAPIOLANI BOULEVARD, SUITE 600, HONOLULU, HAWAII 96813-5249
PHONE (808) 768-7300 • FAX (808) 768-7311
INTERNET ADDRESS: www.honolulu.gov/liq

**SUPPLEMENTAL INFORMATION for
SPECIAL & CATERING LIQUOR LICENSE APPLICATION**

For Special License:

Up to three (3) event days per application. Application(s) must be submitted a minimum of six (6) weeks prior to event.

For Catering License:

For Restaurant and Hotel Licensees only. Application must be submitted a minimum of three (3) weeks prior to event.

Today's Date: _____

Licensee Name: _____ Liquor License #: _____

Licensee Contact Name: _____ Title: _____

Caterer Only: Name of Registered Manager on Duty at Event: _____

Manager on Duty Phone: _____ Manager on Duty Email: _____

Event Start Date & Time: _____ Event End Date & Time: _____

Description of Event: _____

Name of Event Promoter: _____

Event Coordinator Phone: _____ Event Coordinator Email: _____

Reason for applying for the Special or Catering License: _____

Type of license exercised on previous occasions, if any; number of times approved; when, where and whether or not license was exercised without incident. _____

How will liquor be dispensed?

Host or No-Host

Regarding Drinks:

a. Type of drinks to be served (including soft drinks): _____

b. Type of payment (cash or script): _____

c. Type of serving container (disposable cup, glass, etc.): _____

d. Who and how many people will be dispensing the liquor? (applicant's employees, other people?): _____

Attach list of names and titles of people dispensing liquor.

Attendance & Admission:

Approximate number of people expected to attend event: _____ Will anyone under 21 years of age attend? _____

Check One: Event Open to Public By Invitation Only

Will there be an admission charge? _____ If yes, what is the admission ticket price? _____

Tickets will be sold In Advance At the Door

Entertainment:

a. Describe type of entertainment (live or recorded) _____

b. Name of Group performing: _____

c. Number of Performers _____

Attach list of names, ages and parental approval documents for all performers under 18 years of age.

d. Describe where on the premises the entertainment will take place: _____

e. Hours of entertainment, provide start and end times: _____

Security will be provided by:

a. Name of Agency: _____

b. Number of Security Personnel: _____

c. Other Security Information: _____

For Catering License Only:

Will wholesale liquor be delivered to the catered site? Yes No

Who is hiring applicant to cater food and liquor? _____

Name of Outside Promoter (if any): _____

SIGNATURE Licensee (Owner) / Authorized Agent

Date

PRINT Licensee (Owner) / Authorized Agent

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.

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OFFICE USE:

Approved Denied

Effective Date/Time From: _____ To: _____

LCIS ENTRY DATE: _____ HLC STAFF Initial: _____

HLC Signature

Date

FOR 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 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 Rule 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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 if requested. Fiscal records shall be preserved for a period of not less than one year, unless so authorized by the Liquor Commission.
7. 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

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