



WASHINGTON STATE LIQUOR CONTROL BOARD RULES FOR A
DESIGNATED NON PROFIT 501 (c) (3)

*IF A NON PROFIT WANTS TO BRING IN **DONATED** ALCOHOL (WINE OR BEER) TO SERVE **DURING** THEIR FUNCTION, THE FOLLOWING RULES APPLY:

- 1) OBTAIN A **SPECIAL OCCASION LICENSE** FROM THE **WSLCB**. THIS IS A 45 DAY PROCESS AND COSTS \$60. YOU MUST BE **CHARGING** YOUR GUESTS IN SOME MANNER (ADMISSION PRICE, ETC) AND MUST **SPECIFY** THAT IT INCLUDES X AMOUNT OF WINE (2 GLASSES PER PERSON, ETC). YOU MUST BE ABLE TO PROVIDE TO THE **WSLCB** AN INVOICE SHOWING THE ORIGIN OF THE DONATED ALCOHOL – ONLY LICENSED WINERIES OR BREWERIES CAN DONATE – AND THEY MUST NOT BE SELLING BELOW THE TRUE COST.
- 2) IF YOU DO ALL OF THE ABOVE AND SERVE **DONATED** WINE, THE LYNNWOOD CONVENTION CENTER **CANNOT** HAVE CASH OR HOSTED BARS!!!!

*IF A **DESIGNATED NON PROFIT 501(C) (3)** WANTS TO **AUCTION** OFF **DONATED** WINE, THEY **MUST** STILL OBTAIN A **SPECIAL OCCASION LICENSE** AND CAN **ONLY** OFFER IT IN THE **SILENT** AUCTION! IF YOU DO THIS, YOU **MAY** HAVE THE LYNNWOOD CONVENTION CENTER PROVIDE WINE SERVICE AND BARS.

*ALL CHURCHES AND MOST SCHOOLS ARE DESIGNATED NON PROFIT 501 (c) (3)'S. IF YOUR GROUP IS UNSURE OF THE STATUS, YOU MAY CALL THE DEPARTMENT OF LICENSING AT (360)664-1400 AND PROVIDE YOUR UBI # TO FIND OUT.

*ANY **NON PROFIT** GROUP CAN AUCTION OFF WINE AND BEER, BUT ONLY DESIGNATED 501(C) (3)'S ARE PERMITTED TO SOLICIT AND RECEIVE **DONATED** BEER AND WINE.

*THE FOLLOWING WAC'S (WASHINGTON ADMINISTRATIVE CODES) CAN BE FOUND ON THE WASHINGTON STATE LIQUOR CONTROL BOARD WEB SITE AT [HTTP://APPS.LEG.WA.GOV/WAC/DEFAULT.ASPX?CITE=314](http://apps.leg.wa.gov/wac/default.aspx?cite=314)

314-05 SPECIAL OCCASION LICENSES

- 314-05-020
- 314-05-025
- 314-05-030

*IF YOU HAVE ANY QUESTIONS OR CONCERNS, YOU MAY CONTACT THE **WSLCB** DIRECTLY. THE REGIONAL CONTACT AT THE WASHINGTON STATE LIQUOR CONTROL BOARD OFFICES CAN BE REACHED BY PHONE AT (360) 664-1792, OR VIA EMAIL LEH@LIQ.WA.GOV