



**Administrative Policy**  
**SPECIAL EVENT LIQUOR LICENSE**  
**PROCESS**  
**Administration – A204**

Effective Date:

2-16-17

Council Approval:

2-16-17

## SPECIAL EVENT LIQUOR LICENSE PROCESS

### **Summary**

This policy will establish a procedure to be followed clarifying the processing of a Special Event Liquor License to adhere to the changes by the Arizona Department of Liquor and their intent to shorten the process of waiting time for the organizations putting on an event. It will be more expeditious and efficient to have special event liquor licenses submitted to the Town Manager and Town Clerk to review.

### **Process**

When received by the Town of Payson the Special Event Liquor License application will be reviewed by the Town Manager, Police Chief and Town Clerk. If it is an application that has been brought to the Town in the past with no changes it will be signed administratively by the Town Manager or Town Clerk and forwarded to the Arizona Department of Liquor to process. The Town Manager and/or Town Clerk will determine if the application needs to be reviewed by Community Development/Planning and Zoning, Fire Department or other departments. If the event is a new organization, a new location or an event using outside tents, canopies or other temporary equipment it will be necessary to forward it to the Development Services Coordinator to be included on the next Development Services Committee meeting agenda.

If the Town Manager and Town Clerk do not recommend approval, the applicant may request that the special event liquor license application be placed on the next available Town Council meeting agenda for consideration and action by the Town Council.