



ABC LICENSE REQUEST FORM

ABC license must be secured by KD office. Do not apply for this license yourself.
Allow 30 days for processing. If ABC license required, insurance also required.

Circle: _____ Form submitted by: _____

Email: _____ Phone: _____

Event Title: _____

Event Date: _____

Hours of event: (start to finish) _____

How long will alcohol be served? _____

Will you be serving?	Wine:	Yes	No
	Beer:	Yes	No
	Liquor:	Yes	No

How will you ID? _____

Are all attendees 21 years and older? Yes No

If no, will attendees have wrist bands? Yes No

Is an area designated for consumption of alcohol? _____

List vendors supplying alcohol: _____

Are vendors required to carry minimum liquor liability insurance? _____

Who will serve the alcohol? _____

If not Circle members, specify: _____

What security measures will be in place? _____

Security guard	Yes	No
Off-duty police	Yes	No
Other _____		

How many onsite security personnel? _____

Event location name (business if applicable): _____

Event location address: _____

City, State, Zip: _____

Number of patrons expected to attend: _____

Estimated number of patrons consuming alcohol: _____

Ticket price: \$ _____

Are drinks included in ticket price? Yes No

If no, what is the cost per glass? _____

Is food included in ticket price? Yes No

(Food must be available if alcohol served)

Do you have a caterer hired for event? Yes No

If yes, list catering company, contact name, and phone number: _____

If yes, can caterer hold ABC license? Yes No

Submit completed form to:

The King's Daughters | 601 Children's Lane, 2nd floor | Norfolk, VA 23507
Tel: 757.668.7098 | Fax: 757.668.8907 | Email: info@kingsdaughters.org