



# ABC License Request Form

ABC license must be secured by the KD office. Allow at least 30 days for application process.  
*Do not apply for this license yourself.*

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 21yrs. and older? Yes No

If no, will the attendees have wrist bands? \_\_\_\_\_

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: \_\_\_\_\_

Event location name: (business if applicable) \_\_\_\_\_

Event location address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

# of patrons expected to attend: \_\_\_\_\_

Estimated # 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, complete next line)

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 Office | 601 Children's Lane, 2<sup>nd</sup> floor | Norfolk, VA 23507 | Tel: 757.668.7098  
Fax: 757.668.8907 | Email: [info@kingsdaughters.org](mailto:info@kingsdaughters.org)