



## ABC LICENSE REQUEST FORM

This is not the license application; The KD Office must secure the ABC license. Do not apply for this license yourself.  
**Allow a minimum of 30 days for processing. If ABC license is required, insurance is 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, 2<sup>nd</sup> floor | Norfolk, VA 23507  
Tel: 757.668.7098 | Fax: 757.668.8907 | Email: [info@kingsdaughters.org](mailto:info@kingsdaughters.org)