



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, 2nd floor | Norfolk, VA 23507
Tel: 757.668.7098 | Fax: 757.668.8907 | Email: info@kingsdaughters.org