



Liquor License Requirements Palm Beach County Parks and Recreation Special Events

The following information provides the steps for obtaining a temporary liquor license. It is mandatory for events in Palm Beach County parks to possess this license if selling alcoholic beverages of any kind. Failure to produce a valid liquor license at your event to law enforcement will place the event in jeopardy of being canceled.

This is a lengthy process and must be completed and submitted to Palm Beach County Parks and Recreation Special Events 21 days prior to your event date.

Who: Non-profit group
What: Temporary Liquor License
Term of license: 1-2 days (2 days is maximum)
How to apply: Obtain a letter from the Special Events Section confirming the permit is in process.

Step One

Contact: Division of Alcoholic Beverages and Tobacco
Telephone: 561-650-6872
Download: www.myflorida.com/dbpr/abt/index_license.html
Click Forms for Temporary Permits, and select Application for One/Two/Three Day Permit or Special License, and print form.
Location: State Building
111 S. Sapodilla Ave., Ste 111
West Palm Beach, FL
Application: Fill out and notarize this six page application.
Must have: Letter from an officer of the organization hosting the sale stating the reason for the event.

Step Two

Contact: Department of Revenue
Telephone: 561-640-2800
Location: Taxpayers Service Center
2468 Metrocentre Blvd.
West Palm Beach, FL
Application: To be exempt from paying sales tax, must take the above form to this location for a signature.
Must have: Proof of non-profit status, either a 501 (c) (3) registration or minutes from a meeting. Non-registered groups should indicate in a letter *"the purpose and the goals of the event and who will benefit by the event's profits."*

Step Three

Contact: Palm Beach County Zoning Division
Telephone: 561-233-5200
Fax: 561-233-5165
Location: 2300 N. Jog Road
West Palm Beach, FL
Application: You must sign in at the office and have the on-call zoning official approve your request. In most instances it will require a letter from the property owner consenting to allow the sale of liquor on the property.
In a City: If the event is within a city, visit the applicable city's zoning division and apply using the same procedure.

Step Four

Contact: Division of Alcoholic Beverages and Tobacco
Telephone: 561-650-6872
Location: State Building
111 S. Sapodilla Ave., Ste 111
West Palm Beach, FL
Application: Return to this office after taking the above steps.
Must have: Completed application and letter outlining the reason for the event and a check for \$25 (Made payable to Department of Business and Professional Regulation).