

## **Liquor License Requirements Palm Beach County Parks and Recreation Jim Brandon Equestrian Center**

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 Jim Brandon Equestrian Center 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 Jim Brandon Equestrian Center 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.

State Building Location:

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

To be exempt from paying sales tax, must take the above form to this location for a signature. Application: 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 2300 N. Jog Road Location: West Palm Beach, FL

You must sign in at the office and have the on-call zoning official approve your request. In most Application:

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 State Building Location:

111 S. Sapodilla Ave., Ste 111

West Palm Beach, FL

Application: Return to this office after taking the above steps.

Completed application and letter outlining the reason for the event and a check for \$25 (Made Must have:

payable to Department of Business and Professional Regulation).