



**STATE OF CONNECTICUT  
DEPARTMENT OF CONSUMER PROTECTION  
Liquor Control Division**

165 Capitol Avenue  
Hartford, CT 06106  
Telephone: (860) 713-6200 ♦ FAX: (860) 706-1359  
Email: [liquor.control@ct.gov](mailto:liquor.control@ct.gov)  
Web Site: [www.ct.gov/dcp](http://www.ct.gov/dcp)

**INSTRUCTIONS FOR A TEMPORARY LIQUOR PERMIT APPLICATION**

**1. TYPES OF TEMPORARY LIQUOR PERMITS:**

- (a) **Special Club:** Permit is referred to in CT General Statutes, Section 30-25
- Must currently hold a "Club" or "Golf Country Club" liquor permit
  - This temporary permit allows the sale of all types of alcoholic beverages
  - Only for use at an outdoor picnic
  - A maximum of four (4) such permits may be issued in any calendar year
- (b) **Charitable Organization:** Permit is referred to in CT General Statutes, Section 30- 37b
- Must be classified as a "charitable organization" by the IRS in accordance with Section 501(c)(3) of Federal regulations
  - This temporary permit allows the sale of all types of alcoholic beverages
  - Alcoholic beverages must be consumed on the premises that is owned or leased by the charitable organization
  - A maximum of eight (8) such permits may be issued in any calendar year
- (c) **Noncommercial Organizations:** Permit is referred to in CT General Statutes, Section 30-35
- May apply for a temporary permit for either the sale of all types of alcoholic beverages or for the sale of beer only
  - All profits from the sale of alcoholic beverages must be retained by the noncommercial organization
  - A maximum of six (6) such permits may be issued in any calendar year
- (d) **Nonprofit Organization:** Permit is referred to in CT General Statutes, Section 30-37h
- Allows the retail sale of wine at auction, provided the auction is held as part of a fund-raising event to benefit a nonprofit corporation
  - Allows the sale of wine at a single auction only
  - A maximum of one (1) such permit may be issued in any calendar year

**2. INSTRUCTIONS FOR COMPLETING THE TEMPORARY LIQUOR PERMIT APPLICATION:**

- (a) Items #1 through #16 must be completed by the individual designated, by the backer organization, as the "Permittee" of the event
- (b) Item #16 must be signed by the designated permittee
- (c) Item #17 through #24 must be completed by the backer organization
- (d) Items #24 must be signed by an authorized representative or officer of the backer organization

- (e) Items #25 & #26 must be completed by the clerk of the city/town where the event will be held
- (f) Item #27 must be completed and signed by the local Fire Marshal if the event is being held indoors or in a tent
- (g) Item #28 & #29 must be completed by the zoning official in the town/city where the event is being held
- (h) Item #30 must be completed by the principal police authority having jurisdiction over the area where the event will be held. In the case where there is no local police authority, this section should be completed by the State Police
- (i) Item #31 & #32 must be completed by the principal police authority in the city/town where the permittee applicant, identified in item #8 of the application, resides

### **3. INDIVIDUALS PROHIBITED FROM OBTAINING A TEMPORARY LIQUOR PERMIT:**

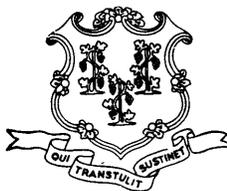
(a) Item #14 on application asks if the applicant is a minor or holds a public office that would prohibit him/her from obtaining a Temporary Liquor Permit. Section 30-45 of the CT General Statutes prohibits the following individuals and officer holders from obtaining a Temporary Liquor Permit:

**CT General Statutes, Section 30-45: The Department of Consumer Protection shall refuse permits for the sale of alcoholic liquor to the following persons:**

CT General Statutes, Section 30-45: The department of consumer protection shall refuse permits for the sale of alcoholic liquor to the following persons (1) Any sheriff, deputy sheriff, judge of any court, prosecuting officer or member of any police force, (2) a minor, and (3) any constable who performs criminal law enforcement duties and is considered a peace officer by town ordinance pursuant to the provisions of subsection (a) of section 54-1f, any constable who is certified under the provisions of sections 7-294a to 7-294e, inclusive, who performs criminal law enforcement duties pursuant to the provisions of subsection (c) of section 54-1f, or any special constable appointed pursuant to section 7-92. This section shall not apply to out-of-state shippers', boat and airline permits. As used in this section, "minor" means a minor as defined in section 1-1d or as defined in section 30-1, whichever age is older.

(b) "Minor" means any person under twenty-one (21) years of age.

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For Official Use Only

## TEMPORARY LIQUOR PERMIT APPLICATION

**INSTRUCTIONS:**

Your application must be completed, signed and **accompanied by a check or money order made payable to "Treasurer, State of Connecticut."** An application for a temporary liquor permit must be filed with the Department of Consumer Protection at least ten (10) days prior to the date of the event and returned to:

➔ **Department of Consumer Protection, License Services Division, 165 Capitol Avenue, Hartford, CT 06106**

➔ **FEES: A \$10.00 non-refundable filing fee, in addition to the permit fee noted below, must accompany this application**

Please check (✓) the permit type for which you are applying (check only one box)

<input type="checkbox"/> <b>Special Club</b> <small>Available to club or golf country club liquor permit holders for outdoor picnics</small> <b>\$50.00 per day</b>	<input type="checkbox"/> <b>Charitable Organization</b> <b>\$50.00 per day</b>	<input type="checkbox"/> <b>Noncommercial Organization Alcoholic Beverages</b> <small>including Beer</small> <b>\$50.00 per day</b>	<input type="checkbox"/> <b>Noncommercial Organization Beer Only</b> <b>\$30.00 per day</b>	<input type="checkbox"/> <b>Nonprofit Corporation</b> <small>Retail Sale of Wine at Auction</small> <b>\$25.00 per day</b>
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<b>TIME &amp; PLACE of EVENT</b>	1. Name of Event		2. Date of Event	3. Rain Date	4. Proposed time of event	
	5. Street Address of Event		City/Town	State	Zip Code	
	6. Will event be held indoors or outdoors? (If indoors, complete item 27). <input type="checkbox"/> INDOORS <input type="checkbox"/> OUTDOORS <input type="checkbox"/> BOTH			7. Attach an 8 1/2" x 11" sketch showing the exact locations within the event area where alcoholic beverages will be dispensed and specify the manner by which service of such beverages to minors will be controlled.		
<b>PERMITEE APPLICANT of EVENT</b>	8. Name of Applicant (Last, First, Middle)		9. Date of Birth	10. Telephone Number		
	11. Home Street Address		City/Town	State	Zip Code	
	12. Have you ever been convicted of a felony crime? <input type="checkbox"/> YES <input type="checkbox"/> NO   If yes, please attach a statement including the date(s) of the conviction(s), the court(s) where the case(s) were disposed of and a description of the circumstances involved.					
	13. Have you previously been a liquor permittee? <input type="checkbox"/> YES <input type="checkbox"/> NO		If yes, please specify the liquor permit type(s) and permit number(s)			
	14. Are you a minor or a person who holds a position that would prohibit you from obtaining a liquor permit? <input type="checkbox"/> YES <input type="checkbox"/> NO <small>*(See item #3(a) in instructions for listing of persons who are prohibited from acting as permittee or backer on a liquor permit)</small>					
	15. If applying on behalf of a noncommercial organization – will all of the profits derived from the sale of alcoholic beverages be retained by the organization? <input type="checkbox"/> YES <input type="checkbox"/> NO   If no, briefly explain the distribution of profits:					
	16. As the applicant, I assume responsibility as manager and principal representative of the backer for the event to be held on the premises described in this application. I certify that all information contained in this application is true. Signature of Applicant X _____ Date _____					
<b>BACKER ORGANIZATION SPONSORING EVENT</b>	17. Name of club/organization that is acting as backer		18 Business address of club/organization (Street, City, Zip)			
	19. Enter State sales tax number of organization		20. If the organization is a charity, enter the Federal tax identification number of the charitable organization: (Or attach a copy of tax identification letter)			
	21. In boxes below provide names(s) of the officer(s) of club/organization that is sponsoring event:					
	Officer #1. Name: (Last, First)		Officer #1 address: (Street, City, Zip)			
	Officer #2. Name: (Last, First)		Officer #2 address: (Street, City, Zip)			
	22. Has the club/organization/officer previously been a backer or owner of an entity with a liquor permit? <input type="checkbox"/> YES <input type="checkbox"/> NO			If yes, please specify the liquor permit type(s) & number(s)		
	23. Has the organization appeared as backer on other temporary permit(s) in this calendar year? <input type="checkbox"/> YES <input type="checkbox"/> NO			If yes, please specify the number of permits obtained:		

	24. I appoint the applicant named in item #8 above, as my principal representative to be in charge of the premises and the event described in this application. Signature of authorized backer's representative or officer of club/organization. <b>x</b> _____ Date _____		
<b>CITY/TOWN CERTIFICATION</b> (To be completed by the city/town clerk where event is to be held)	25. Name of City/Town: _____		
	26. I certify that I am aware of the city ordinances and there is no ordinance prohibiting the dates and times of <u>sale of alcoholic liquor</u> as requested in this application.		
<b>LOCAL FIRE MARSHAL'S CERTIFICATION</b> (If event is held indoors or in a tent)	Signature of City/Town Clerk <b>x</b> _____		Date signed _____
	27. This certifies that the premises described in this application complies with the required fire code. Signature of local Fire Marshal (or attach a signed certification to this application) <b>x</b> _____		Date signed _____  Rank/Title of Fire Control Official _____
<b>CITY/TOWN ZONING</b> (To be completed by the zoning official where event is to be held)	28. Name of City/Town: _____		
	29. I certify that the location in Item #5 of this application is located in the town or city where stated; that I am acquainted with the zoning ordinances and bylaws of said town or city; and that, at this location said town or city does not prohibit the sale of alcoholic liquor under the type of permit here applied for.		
<b>PRINCIPAL POLICE AUTHORITY APPROVAL</b> (Town in which event is to be held)	<b>Where there is no local police department, this section must be signed by State Police.</b>		
	30. Do you approve of the issuance of this permit? <input type="checkbox"/> YES <input type="checkbox"/> NO If no, please explain.		
<b>PERMITTEE APPLICANT'S SUITABILITY</b> (To be completed by police authority in city/town where applicant resides)	Signature of Police Authority <b>x</b> - _____		Rank/Title of Police Authority _____
	Signature of Police Authority <b>x</b> _____		Rank/Title of Police Authority _____
	31. Has the applicant whose name appears in item #8 of this application <u>been convicted of a felony crime</u> ? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please attach a statement including the date(s) of the conviction(s), the court(s) where the case(s) were disposed of and a description of the circumstances involved.		
	32. Do you believe the applicant named in item #8 of this application is suitable to be a liquor permittee? <input type="checkbox"/> YES <input type="checkbox"/> NO If no, please attach a statement supporting your reasons for this decision		