

## **The Alcoholic Beverage Control Board (ABC), under the AR Department of Finance and Administration sets forth the guidelines on temporary alcohol sales at special events in Arkansas.**

**In order to sell beer (or other alcohol) the client must go through the process set by the ABC**

**Step 1: The contract for the venue must be signed and deposit paid in full before letter can be issued**

**Step 2: Letter of Permission from venue to sell alcoholic beverages**

Request letter of approval from the Venue stating that the client does have permission to sell alcohol at the venue for the event through your assigned Event Coordinator.

**Step 3: Request Temporary Alcohol Permit Application from the ABC**

Permit applications are not available online. Permit applications may be requested by calling the local ABC office (if available) or the Little Rock office at 501-682-1105. Permit application instructions from the ABC can be found on the following page. For more information on permit rules visit:

<http://www.dfa.arkansas.gov/OFFICES/ABC/RULES/Pages/title1SubtitleC.aspx>

### **Requirements**

#### Background Check

Applicant must pass a background check through the Arkansas State Police. These forms are included in the application provided by the ABC, but the applicant must go to the AR State Police HQ located at 1 State Police Plaza Dr, Little Rock, AR 72209 to submit their information for the background check. Once approved, this background check stays on file at both AR State Police HQ and ABC offices. Background checks for the ABC must be renewed every three years.

#### Non-Profit Partner

Approved 501c-3 Non-Profit Partner must receive 25% of gross alcohol sales proceeds. Permit applicant must provide ABC with Articles of Incorporation for Non-Profit Partner as well as a notarized signature on the application from an authorized officer of the Non-Profit Partner.

#### Sales and Use Tax Permit

A Special Event Tax Permit MUST be obtained on behalf of the sponsoring organization. Contact 501-682-7152 for questions about Special Event Tax Permits.

#### Chief of Police Approval

Once the application is complete and the letter is in hand, first submit the application with the letter to the Chief of Police (for the city in which the venue is located) A detective will follow up with applicant to discuss the event. Once the application has been approved by the Chief of Police, their office will call applicant, and at that point the applicant picks up the application and submits it with payment of fee to the ABC office.

Be sure to include photos of the site with ingress and egress, and beer sales areas clearly identified.

Permit applications must be submitted to this office at least six (6) weeks prior to the event to give them time to approve and return to applicant for submitting to the ABC within the three (3) weeks required for ABC office approval.

**Step 4: ABC Approval**

Once the application is approved by Chief of Police, submit that with payment of permit fees, an ABC Enforcement Agent will contact applicant to discuss event details and walk event area. Once permits are approved, permittee will be notified by ABC and provided permits for display at the event. Please remember to post permits at each sales location.

**For groups Serving but NOT Selling Alcohol as part of an event:**

1. No ABC Permit is Required
2. Alcohol Purchased must come from a Retail Liquor Store
  - a. Exception: Registered Non-Profits may serve (but not sell) donated alcohol at events.
3. Wholesalers cannot sell alcohol to any person, group or business who does not hold a current ABC permit.

**PER ABC RULES-** Food trucks will not be able to get a license to add alcohol to their menu. We do not permit mobile facilities.

For more information, see *ABC Completed\_2020\_RuleBook.pdf* resource on this site.