

Catering Liquor License Application CHECKLIST

Application must be submitted at least fifteen (15) business days prior to the earliest event date.

SUBMIT YOUR APPLICATION PACKET IN THE FOLLOWING ORDER:	Form Number	HLC Initial
<input type="checkbox"/> Amount Due: \$45.00 per day We accept Cash, Cashier's Check, Money Order, Licensee/Attorney Business Check payable to: <i>City & County of Honolulu</i> , or Discover/MasterCard/VISA (plus an applicable service fee).		
<input type="checkbox"/> Notification of Authorized Agent (if applicable)	LIQ-LIC-106	
<input type="checkbox"/> Completed and Notarized Liquor License Application	LIQ-LIC-101	
<input type="checkbox"/> Landlord Authorization for Sale and Service of Liquor (form must be submitted with an original signature)		
<input type="checkbox"/> Provide copy of Street Use Permit Application and copy of Street Use Permit Approval when received Department of Transportation Services http://www.honolulu.gov/dts/ Frank F. Fasi Municipal Building, 650 South King Street, 2nd Floor, Honolulu, HI 96813 Phone: (808)768-8391	LIQ-LIC-142	
<input type="checkbox"/> Supplemental Information for Special or Catering Liquor License Application	LIQ-LIC-143	
<input type="checkbox"/> Drawing of Floor Plan with Dimensions and location of bar(s), restrooms, dance floor, stage and seating (no scale required). Must include the proposed area to be licensed outlined in "red". Include orientation (North, South, East & West).		

Note: Any application that is inaccurate or incomplete will be returned.
For questions about forms, please email: liq-licensing@honolulu.gov