

**LIQUOR COMMISSION
CITY AND COUNTY OF HONOLULU**

711 KAPIOLANI BOULEVARD, SUITE 600, HONOLULU, HAWAII 96813-5249
PHONE (808) 768-7300 • EMAIL liq-licensing@honolulu.gov
INTERNET ADDRESS: www.honolulu.gov/liq

**One-Day Special [Non-Profit] Liquor License
CHECKLIST**

**Application packet must be submitted at least fifteen (15) business days prior to the earliest proposed event date.
Limited to twelve (12) event days per calendar quarter.**

Special [Non-Profit] General License Applications may require a Commission Hearing

The applicant will be contacted when the One-Day Special [Non-Profit] Liquor License is ready for pick-up.

SUBMIT YOUR APPLICATION PACKET IN THE FOLLOWING ORDER:	Form Number	HLC Initial
<input type="checkbox"/> Notification of Authorized Agent (if applicable)	LIQ-LIC-106	
<input type="checkbox"/> Completed Liquor License Application (Notary not required)	LIQ-LIC-101	
<input type="checkbox"/> Verification of Non-Profit status <i>(i.e., Copy of IRS "Letter of Determination" validating Non-Profit status OR other governmental approved documentation stating/validating Non-Profit status)</i>		
<input type="checkbox"/> Supplemental Information for Non-Profit	LIQ-LIC-107	
<input type="checkbox"/> Statement of Understanding for Non-Profit	LIQ-LIC-107A	
<input type="checkbox"/> Landlord Authorization for Sale and Service of Liquor (form must be submitted with an original signature)		
<input type="checkbox"/> If event requires Street Closure, 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"/> Temporary Reduction of Licensed Premises – required only if an event is held at an establishment (e.g. Hotel, Golf Course, Club, Restaurant) that has an active liquor license. Form to be completed by the liquor license holder.	LIQ-LIC-158	
<input type="checkbox"/> Description of Proposed Licensed Premises <i>(e.g., floor plan, drawing, or document clearly describing the proposed licensed premises)</i> – Floor plans or drawings must include the proposed area to be licensed outlined in "red".		
<input type="checkbox"/> If minors (under 18 years of age) will perform at the event, provide a list of each performer with full name, age, and date of birth. Also include parent consent and approval forms for each minor performer.		
<input type="checkbox"/> <i>Optional - To receive your One-Day Special License and required posters by mail, provide a self-addressed (standard #10 envelope) with First Class mail stamp.</i>		

Note: Any application that is inaccurate or incomplete will be returned.

For questions about forms, please email: liq-licensing@honolulu.gov