

# Monitor Lodge #218

## Business practices for obtaining temporary liquor license for lodge events

### Background:

In addition to the standard general liability insurance requirements (refer to separate “Business practices for Monitor obtaining general liability insurance for lodge events” document for more information) a temporary liquor license and liquor liability insurance is required whenever the lodge proposes to serve alcohol at lodge functions. While Monitor’s practice is to only make beer and wine available at some regular meetings (i.e., no liquor or mixed drinks) we do make liquor available at Julbord (i.e., aquavit and Glögg), Kräftskiva (aquavit) and Sillfrukost (aquavit and Bloody Marys). We also serve wine at the annual Anniversary luncheon but that service is covered by the catering contract and the facility’s liquor license. The decision to serve liquor at any Montor event is decided in advance by a vote at a regular business meeting.

### Need three items in place for each event:

1. At least one person with current RBS certificate must be on site at function (CA ABC regulations requirement). It is advisable to have several members with current RBS certificates to ensure availability at events so as to not rely on just one person.
2. Temporary event insurance, usually obtained from The Event Helper ([www.theeventhelper.com](http://www.theeventhelper.com)) for “dinner” for 50 people, not “holiday party”.
3. CA ABC temporary liquor license, \$50 for beer & wine, \$75 if liquor included ((<https://www.abc.ca.gov/licensing/license-forms/form-abc-221-instructions/>) (CA ABC regulations requirement).

### Sequence of steps:

1. Purchase event insurance which includes naming IOOF as additional insured.
  - a. Retain one copy for lodge records and provide one copy to IOOF or hosting member for their files.
2. Complete CA ABC application form for daily license [Daily License Application \(ABC-221\)](#). **IMPORTANT:** per CA ABC requirements, cannot submit application more than 30 days prior to event and no later than 10 days before event.

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- a. Needed documents for submittal: ABC-221, ABC-253 (site diagram), Sacramento Sheriff one day permit request form, copies of RBS certificates, copy of recent IRS 990-N postcard and IRS non-profit designation letter.
- b. Have lodge officer, usually chairman, sign application.
- c. Make sure that the contact person identified in Section 3 of the application is someone who can hand carry the paperwork to the Sheriff's Department and the CA ABC office.
- d. Obtain IOOF facilities manager or hosting member signature. (once signed make interim PDF of application for tracking purposes).
- e. Deliver application to Sacramento Sheriff's Department Service Center at 4150 Orange Grove Ave, Sacramento, CA 95828 ([https://www.sacsheriff.com/pages/community\\_service\\_center.php](https://www.sacsheriff.com/pages/community_service_center.php)) for processing and signature. It usually takes 1-2 business days to process, then they contact lodge to pick up application (once signed make interim PDF of application for tracking purposes). The application should be accompanied with documentation showing Monitor's EIN and non-profit status (copies of our 990-N form and IRS letter assigning non-profit status to VASA GL should suffice).
- f. Deliver application to CA ABC Northern California District office (<https://www.abc.ca.gov/contact/district-offices/>) at 2400 Del Paso Road, Suite 155, Sacramento, CA 95834 along with cashier's check or money order (made payable to CA ABC) for final processing. It usually takes 2-3 business days to process, then they contact the person listed in section 3 to pick up completed application (CA ABC sometimes will email the approved permit)
- g. Make PDF of signed temporary for lodge records, one hard copy to have on-site during event and additional copies in Recording and Financial Secretaries files.