

OCTOBER 11, 2016

**NEW APPLICATION PROCEDURE FOR SPECIAL DESIGNATED LICENSES**

Effective immediately, the Nebraska Liquor Control Commission has changed the procedure for applying for Special Designated Licenses. **YOU** are now required to submit your application to the Nebraska Liquor Control Commission online **AFTER** you have received local approval.

**Before submitting your first application, you must first register your license following the steps below. Nonprofits must also register.**

Step 1: Use the link below:  
<https://enterpriseregistration.nebraska.gov/SelfRegistration.aspx?Return=LCC-SDL>  
\*\*Please be sure to print the completed registration page before you hit "Register Account". It is very important to print a copy of the information entered as passwords are not easily reset.

Step 2: Please email [lcc.sdl.licensing@nebraska.gov](mailto:lcc.sdl.licensing@nebraska.gov) with your USER name, License Number, and a contact name & phone number after you have registered. NLCC will update your profile with this information and have it ready for your first application.

Questions regarding registering may be directed to the NLCC, Michelle Porter, at (402) 471-2821.

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**Please read through the Revised Application thoroughly as it has all been updated!**

Step 1: Submit your application to the City Clerk's Office for review. If time allows, we will email our recommendation to you. If time does not allow, **you will need to come to our office and pick it up.**

Step 2: Remember - **YOU** must submit your application **WITH** Local Approval a **minimum** of 10 **working** days prior to your event - **Note your calendar** to contact our office **at least** 12 days prior to your event date if you have **not** received the recommendation form. **Contact: Teresa Meier, City Clerk, at (402) 441-7438 or by email at [tmeier@lincoln.ne.gov](mailto:tmeier@lincoln.ne.gov). If you receive an Out of Office message, contact Sony Phan, Deputy City Clerk at (402) 441-7437 or by email at [sphan@lincoln.ne.gov](mailto:sphan@lincoln.ne.gov).**

Step 3: Submit your application to the NLCC online including the Recommendation Form and any other information such as the approved site plan which will be attached to the Recommendation Form. No changes to the site plan may be made once City Clerk has approved it. The website is:  
<https://ecmp.nebraska.gov/LCC-SDL/Account/Login>

Questions regarding applying online may be directed to the NLCC, Michelle Porter, at (402) 471-2821.

Step 4: Once City Clerk receives your License, if time allows, we will mail it out to you. If time does not allow, **you will need to come to our office and pick it up.**

## City of Lincoln Special Designated License (SDL) Application Quick Checklist

City Clerk's Office, 555 S 10<sup>th</sup> St, Lincoln Ne 68508, Phone: (402) 441-7438

**Please read before completing application!**

**REMINDER: THE SDL MUST BE POSTED IN A VISIBLE LOCATION AT THE EVENT!**

### General Information:

- Once application is submitted, **NO** changes may be made. Make sure you have the correct dates AND times listed!
- Only Retail Liquor License Holders **or** 501c Non-Profit Corporations can apply for special designated licenses.
- State statute and City ordinance requires **ALL** applications must be filed with the City Clerk 21 calendar days prior to day of event. Some outdoor events are required to go before City Council. For outdoor events, you are encouraged to apply 30 days prior to the event to allow enough time for City Council and Liquor Commission approval. If there is insufficient time, your request will be denied.
- Outdoor Husker Home Football Game Day Events must be held on property immediately adjacent to the applicant's liquor licensed premises - **NO EXCEPTIONS**.
- A Responsible Beverage Management Certificate is **required** for the Event Supervisor or a representative who will be present at the event. **This applies to non-profits as well!** Please see Lincoln Municipal Code Section 5.04.035. Contact Capt. Joy Citta at (402) 441-7239 for further information & registration.
- A Server/Seller permit is **required** for **anyone** serving alcohol, including non-profit corporations. Wholesale employees are **not** allowed to sell/serve alcoholic beverages. Call the Food Safety Program at 402-441-6280. Flyer attached.
- Non-caterer applicants are only allowed six (6) SDLs per calendar year, this includes consecutive days used on one application (i.e. July 4 – 9 = 6 days)
- Per Nebraska Liquor Control Act Section R013.06 - Only twelve (12) SDLs can be issued at any specific location that could otherwise hold an annual liquor license.

### Fees:

- If you do not have a Class K Liquor License or are a Non-Profit, there is a fee of \$80 per day. The check should be made payable to City of Lincoln.

## **Non-profit Applicants:**

- Complete application. If an outdoor event, must complete the Supplemental Form & Site Plan Pages. See Site Plan requirements below.
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- An individual must be named “Manager” & take the Manager Training offered through the Responsible Hospitality Commission; Please see Lincoln Municipal Code Section 5.04.035. Contact Capt. Joy Citta at (402) 441-7239 for further information & registration.
- Each person that is going to be selling or serving alcohol, must have a Server/Seller Permit. See the attached flyer. Questions? Call the Food Safety Program at 402-441-6280.
- Fee is \$80 per day, check should be made payable to City of Lincoln.

## **Outdoor Events:-** You must provide a **DETAILED** site plan showing the following:

1. Number of Entry & Exit Points & Dimensions: (\_\_\_\_\_ ‘ x \_\_\_\_\_ ‘)
2. Size & location of tent(s) (heights, width, depth) (If larger than 400 sq. ft., you must have a Tent Permit. Contact the Building and Safety Department at (402) 441-7521.
3. Size of area being used (\_\_\_\_\_ Length x \_\_\_\_\_ Width)
4. If in a parking lot:
  - must show exactly where the event will be held in the parking lot
  - show how many parking spots will be used for the event
  - show how many parking spots will be left for parking
  - Any businesses that use that parking lot must still have the minimum required parking stalls for their business.
  - If the businesses are CLOSED during your proposed event, you must have a letter from each business stating they will be closed.
  - Per the Zoning Ordinance, If they are NOT closed, those businesses still must have the minimum required parking available. You may have to find another location for your event.
5. Identify location & type of cooking equipment (if used)
6. Identify location of tables & chairs; If stage for band provided & dance area, show location & dimensions on drawing.
7. Identify height & type of fencing to be used. (Fencing Requirements: 6 ft., plastic, wood snow fence materials (or equal) or chain link.)

# APPLICATION FOR SPECIAL DESIGNATED LICENSE

## APPLICATIONS MUST BE LEGIBLE & ALL QUESTIONS ANSWERED!

Once an application has been submitted, **no further changes may be made**. Proofread your application & double check the dates & times **BEFORE** submitting it!

1. Identify applicant type: \_\_\_\_\_ Liquor License Holder \_\_\_\_\_ Class K \_\_\_\_\_ Non Profit
2. Type of alcohol to be served and/or consumed: Beer \_\_\_ Wine \_\_\_ Distilled Spirits \_\_\_

3. 

<b>APPLICANT'S NAME &amp; ADDRESS</b>			
<b>NAME:</b>		<b>LICENSE #:</b>	
<b>ADDRESS:</b>			
<b>CITY:</b>		<b>ZIP:</b>	

4. 

<b>LOCATION OF EVENT</b>			
<b>BUILDING NAME:</b>			
<b>ADDRESS:</b>		<b>ZIP:</b>	

- a. Is this location within the 150' of church, school, hospital or home for aged/indigent or for veterans and/or wives? Yes \_\_\_ No \_\_\_
- b. Is this location within 300' of any university or college campus Yes \_\_\_ No \_\_\_
- c. Any statute or Liquor Commission waivers requested? Yes \_\_\_ No \_\_\_
- d. Is event on City streets or property? If so, a Special Event Permit is required. Yes \_\_\_ No \_\_\_

5. 

<b>DATE(S) AND TIME(S) OF EVENT</b> (Limit of six (6) consecutive days on one application)						
Date:						
From:						
To:						

- a. Alternate date: \_\_\_\_\_ Time: \_\_\_\_\_
- b. Alternate location: \_\_\_\_\_

6. Type of activity to be carried on during event: Dance \_\_\_ Reception \_\_\_ Fundraiser \_\_\_  
Beer Garden \_\_\_ Sampling/Tasting \_\_\_ Other \_\_\_\_\_

7. Indoor Event: Dimensions of area to be covered **IN FEET**: Length: \_\_\_\_\_ x width: \_\_\_\_\_
8. Outdoor Event: Dimensions of area to be covered **IN FEET**: length: \_\_\_\_\_ x width: \_\_\_\_\_  
**\*Complete Supplemental Form & Site Plan**
9. How many attendees do you expect at event? \_\_\_\_\_  
 If over 150 attendees. Indicate the steps that will be taken to prevent underage persons from obtaining alcohol beverages. (Attach separate sheet if needed) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
10. Where will you be purchasing your alcohol? Wholesaler \_\_\_\_\_ Retailer \_\_\_\_\_ (Includes  
 Both \_\_\_\_\_ BYO \_\_\_\_\_ wineries)
11. Will there be any games of chance operating during the event? YES \_\_\_ NO \_\_\_  
 If so, describe activity: \_\_\_\_\_  
 \_\_\_\_\_

**NOTE:** Only games of chance approved by the Department of Revenue, Charitable Gaming Division are permitted. All other forms of gambling are prohibited by State Law: There are no exceptions for Non Profit Organizations or any events raising funds for a charity. This is only an application for a Special Designated License under the Liquor Control Act and is not a gambling permit application.

- 12 Name of Event Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_  
 This person will be at the location of the event when it occurs, able to answer any questions from Commission and/or law enforcement before and during the event, and who will be responsible for ensuring that any applicable laws, ordinances, rules and regulations are adhered to.

**Consent of Authorized Representative Of License / Nonprofit Representative**

This individual must be listed on the application as an officer or stockholder unless a letter has been filed appointing an individual as the catering manager allowing them to sign all SDL applications.

**sign here**

_____	_____	_____
Authorized Representative/Applicant	Title	Date
_____	_____	_____
Print Name	email ( <i>be sure to check email for Rec. Sheet</i> )	Phone

**Submit 1 original application via U.S. Mail (be sure to allow at least 2 extra days) to:**  
**City Clerk's Office, 555 S. 10<sup>th</sup> St., Lincoln NE 68508**  
**You can also hand deliver them to the address above OR you can email them to:**  
[tmeier@lincoln.ne.gov](mailto:tmeier@lincoln.ne.gov); If you do not receive confirmation of receipt or if you receive an "Out of Office" message, email application to: [sphan@lincoln.ne.gov](mailto:sphan@lincoln.ne.gov)

# SUPPLEMENTAL FORM REQUIRED FOR **ALL** OUTDOOR EVENTS

*(Including Non Profit Organizations)*

Name of Event:			
Applicant and Sponsoring Organization or Individual (if applicable):			
Date(s) of Event:		Hours:	
Alternate Date(s):		Hours:	

Public Event                       Private Event  
 Minors Prohibited                       Minors Allowed

If minors are allowed, how will you ensure that minors will not be served or consume beverages containing alcohol: \_\_\_\_\_

Will food be served?    Yes     No    If yes, please list food to be served: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will non-alcoholic beverages be served:    Yes     No

If yes, please list non-alcoholic beverages to be served: \_\_\_\_\_

\_\_\_\_\_

Who will serve the beverages containing alcohol? \_\_\_\_\_

**Must complete Server/Seller Applicant Information Sheet.**

Will there be a charge for admission?                       Yes     No

Liquor violations in the last year?     Yes     No    If so, explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

# SITE PLAN - REQUIRED FOR ALL OUTDOOR EVENTS

**Please provide a DETAILED drawing to ensure your application is not denied Include the following:**

- Number of Entry & Exit Points & Dimensions: ( \_\_\_\_\_ ' x \_\_\_\_\_ ' ) Two (2) exit points must be indicated on your drawing. These exits cannot lead patrons into the building.
- Size & location of tent(s) (heights, width, depth) (If larger than 400 sq. ft., you must have a Tent Permit. Contact the Building and Safety Department at (402) 441-7521.
- Size of area being used ( \_\_\_\_\_ Length x \_\_\_\_\_ Width)
- If in a parking lot:
  - must show exactly where the event will be held in the parking lot
  - show how many parking spots will be used for the event
  - show how many parking spots will be left for parking
  - Any businesses that use that parking lot must still have the minimum required parking stalls for their business.
  - If the businesses are CLOSED during your proposed event, you must have a letter from each business stating they will be closed.
  - Per the Zoning Ordinance, if they are NOT closed, those businesses still must have the minimum required parking available. You may have to find another location for your event.
- Location & type of cooking equipment (if used)       None
- Location of tables & chairs; If stage for band provided & dance area, show location & dimensions on drawing.

**Note: Questions relating to entry/exit points; electrical wiring; tent sizes can be directed to: Chuck Schweitzer, Fire Prevention Bureau: (402) 441-6441.**

**ATTACH EXTRA PAGES IF NECESSARY**



# Alcohol Server/Seller Permits Available Online

1. Go to [www.fbstnebraska.unl.edu](http://www.fbstnebraska.unl.edu).
2. Create your profile. (This is the same profile for food handlers.). You must have an email address to receive your Login ID and password confirmation.
3. **First** - click on the Responsible Beverage Service Training (RBST) **State Alcohol** training. Take the training and test, OR exam only if you have taken another Nebraska Liquor Control Commission approved training Course.
4. **Second** - click on the Responsible Beverage Service Training (RBST) **City Alcohol** training. Read through the Lincoln laws and then take the exam for the Lincoln Alcohol Server/Seller Permit.

The Lincoln Server/Seller Permit costs \$15 and is valid for three years.

Help is available Monday through Friday (except holidays)  
8:00 AM to 4:30 PM.  
Call the Food Safety Program at 402-441-6280  
or the UNL Helpdesk at 402-472-4340.

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## Alcohol Manager Training

The alcohol management training class is available through the Responsible Hospitality Council (RHC). The RHC alcohol management training courses are scheduled on the second Thursday of the month and are held at the Center Team Police Station, 1501 N 27<sup>th</sup> St (N 27<sup>th</sup> & Holdrege), from 1:00 PM to 5:00 PM. The class costs \$75.00 per person and pre-registration is highly recommended. Class size is limited to 25 and classes fill up quickly, so please register as soon as possible.

Reservations for the management class can be made by phone at 402-441-7239, or by completing the registration form here: <https://www.lincoln.ne.gov/city/police/pdf/RHCregistration16.pdf>

Send the registration form and fee to:  
Responsible Hospitality Council  
c/o City Council  
555 S 10th Street  
Lincoln, NE 68508