

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.

LIQUOR LICENSE HOLDERS - Before submitting your first SDL application to the State, you must first register following the steps below.

- 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 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.

NON-PROFIT APPLICANTS - At your earliest convenience, please go to the link below and register your Non-Profit Organization using the instructions below. Effective immediately, all Special Designated Licenses will be entered with our new on-line portal. We will need to go through some initial steps to get you set up.

- Step 1: Register your organization. Please 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: Email lcc.sdl.licensing@nebraska.gov with your USER name.
- Step 3: Please go to the link below and complete this form. Please fax or email it to our office. We will need this information to create your profile as a first time applicant.
<https://lcc.nebraska.gov/sites/lcc.nebraska.gov/files/doc/NEW%20NONPROFITS%20LICENSEES%20PORTAL%20INFORMATION.pdf>

After this information is received in our office, we will contact you with the remaining steps after we receive this information. The steps are also found at the link below.

<https://lcc.nebraska.gov/sites/lcc.nebraska.gov/files/doc/SDL%20ONLINE%20INSTRUCTIONS.pdf>

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

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

- Step 1: Submit the City's 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. 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.**
- Step 3: Go on the NLCC website to submit your SDL application. You will need to include the City's 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>
- Note: Please make sure you are clicking the "continue button" when you get to the payment receipt page. The order will not process if this button is not selected. You should receive a message "Success" when the order has completed.
- 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.**

Please note: There is ONE difference between the City & State applications....regarding events to be held on non-consecutive dates (i.e., 3/3/17, 3/10/17, etc.):

- **The City will allow you to submit ONE application.**
- **The State will NOT. You will have to submit an application for each date. Therefore, you will receive a Recommendation Form for each date of your event to upload.**

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

City Clerk's Office, 555 S 10th 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!
- Submit 1 original application via U.S. Mail (be sure to allow at least 2 extra days) to: City Clerk's Office, 555 S. 10th St., Lincoln NE 68508.
- You can also hand deliver them to the address above OR you can email them to: 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.
- The State's Recommendation Form will be **EMAILED** to you. Be sure to provide a **valid** email address!!
- 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. The \$80 fee is **nonrefundable** should you withdraw your application for **any** reason.

Non-profit Applicants:

- Complete application. If an outdoor event, must complete the Supplemental Form & Site Plan Pages. See Site Plan requirements below.
- 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. The \$80 fee is **nonrefundable** should you withdraw your application for **any** reason.

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.

| LICENSEE'S NAME & ADDRESS (as it appears on License) OR APPLICANT'S NAME & ADDRESS IF NOT A LIQUOR LICENSE HOLDER | | | |
|---|--|-------------|--|
| NAME: | | | |
| ADDRESS: | | | |
| CITY: | | ZIP: | |
| License # (CK 10070): | | | |

4.

| LOCATION OF EVENT | | | |
|--------------------------|--|-------------|--|
| BUILDING NAME: | | | |
| ADDRESS: | | ZIP: | |

- 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.

| DATE(S) AND TIME(S) OF EVENT (Limit of six 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 _____
(For example: bottle sales, etc.)

7. Indoor Event: Dimensions of area to be covered **IN FEET**: Length: _____ x width: _____
*If you are licensing two or more areas that do not form one large area, you need to give the dimensions of each area. If necessary, use a separate sheet.

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 (be sure to check email for Rec. Sheet) Phone

**APPLICATION FOR SPECIAL DESIGNATED LICENSE
AFFIDAVIT OF NON-PROFIT STATUS**

I hereby declare that the corporation making application for a Special Designated License under the Nebraska Liquor Control Act is either a municipal corporation, a fine arts museum incorporated as a nonprofit corporation, a religious nonprofit corporation which has been exempted from the payment of federal income taxes, a political organization which has been exempted from the payment of federal income taxes, or any other nonprofit corporation, the purpose of which is fraternal, charitable, or public service and which has been exempted from the payment of federal income taxes as per §53-124.11(1).

As signatory, I consent to the release of any documents supporting this declaration and any documents supporting this declaration will be provided to the City of Lincoln, Nebraska immediately upon demand. I also consent to the investigation of this corporate entity to determine it's nonprofit status.

I agree to waive any rights or causes of action against the Nebraska Liquor Control Commission, the Nebraska State Patrol or any party releasing information to the aforementioned parties.

Name of Corporation

Federal ID Number

Signature of Title of Corporate Officers

The above individual states that the statement above is true and correct: if any false statement is made on this Application, the applicant shall be deemed guilty of perjury and subject to penalties provided by law. (Sec. §53-131.01) Nebraska Liquor Control Act

Subscribed in my presence and sworn to before me this _____ day of _____,
20____.

Notary Public Signature & Seal

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

NEBRASKA LIQUOR CONTROL COMMISSION
301 CENTENNIAL MALL SOUTH
PO BOX 95046
LINCOLN NE 68509-5046
PHONE: (402) 471-2571
FAX: (402) 472-2814
Website: www.lcc.nebraska.gov

| FOR CITY CLERK USE: | |
|---|-------------------------------------|
| Calendar Reminder Set for City Clerk & Deputy | <input checked="" type="checkbox"/> |
| Date Emailed Rec. Form: | |
| Date License Mailed: | |

Special Designated License Local Recommendation Form

Retail Liquor License Name or Non-Profit Organization

Retail Liquor License Address or Non-Profit Business Address

Retail License Number or Non-Profit Federal ID# (Form #201 must be submitted as attachment)

Event Date(s): _____

Event Time(s): _____

Alternate Date: _____

Alternate Location Building & Address: _____

Event Building Name: _____

Event Building Address/City: _____

Indoor area to be licensed in length & width: _____ X _____

Outdoor area to be licensed in length & width: _____ X _____ (Diagram must be attached)

Type of Event: _____ Estimate # of attendees: _____

Type of alcohol to be served: Beer _____ Wine _____ Distilled Spirits _____
(If not marked, you will not be able to serve this type of alcohol)

Event Contact Name: _____

Event Contact Phone Number: _____

Event Contact Email: _____

Local Governing Body completes below:

The local governing body for the City/County of Lincoln approves the issuance of a Special Designated License as requested above.

Local Governing Body Authorized Signature

Date

Alcohol Server/Seller Permits Available Online

1. Go to 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.

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 27th St (N 27th & 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