



## SPECIAL DISPENSER PERMIT APPLICATION: INSTRUCTIONS

**ELIGIBILITY:** Only New Mexico Licensees that hold a Dispenser, Inter-Local, Rural Dispenser, Lottery, or Canopy License may apply for a Special Dispenser Permit (SDP). The Liquor License must not be in suspension or have pending citations. If the license holder will be serving alcoholic beverages from any place other than the approved liquor licensed premises, a Permit is required. The local governing body of the **local option district (LOD) must grant approval** for the issuance of the permit. The local governing body includes the city council, county clerk, mayor, etc. If the event is to be held on a Sunday, the LOD must have held an election to allow **Sunday Sales** by the drink and the license holder must have a valid Sunday Sales Permit issued by the Alcohol & Gaming Division or must have a special concession issued from the local governing body pursuant to §60-6A-12(F) NMSA, 1978.

**THE EVENT** must be held within the SAME Local Option District that the Dispenser's License is issued in.

- Event must not exceed a three (3) day maximum unless permission is granted by the Division Director prior to the event.
- The Permit shall be valid for no more than 12 hours per day and the Director may reduce the number of hours allowed.
- Only server certified employees of the Liquor License Holder seeking the SDP, may sell, dispense, or serve alcoholic beverages at the Event. *Reminder: No Sales to Minors or Intoxicated Persons; No Sale, Service or Consumption before or after the times listed on Permit; Licensee and Employees are restricted from consuming alcoholic beverages at the Event; No more than 2 unconsumed drinks may be sold or served to one person at any given time.*
- **MUST POST SPECIAL DISPENSER PERMIT AT EVENT:** After the SDP is issued, the Licensee is required to post the Permit along with the required signage (*i.e., pregnancy, firearms, minors, posters*). The Permit must be prominently posted at the locations where the alcohol will be dispensed, as indicated by the Approved Floor Plan for the Event. Permits are subject to the same requirements and restrictions contained in the Liquor Control Act and are subject to citation for any violation.

**LICENSEE PLEASE NOTE:** Merely submitting an application does not constitute approval. If the Licensee does not have an Approved Permit for the Event, then the sale, service and/or delivery of alcoholic beverages is prohibited. A complete application, with required attachments must be received by AGD **AT LEAST 10 DAYS PRIOR TO THE EVENT**. All fees submitted are non-refundable, even when the Permit is issued and the Event is postponed and/or cancelled due to unforeseen circumstances.

**APPLICATION PROCESS:** A complete Application must be received by AGD at least 10 days prior to the Event. Applications must be signed by the Licensee, before a Notary. Faxed Application not accepted and incomplete applications will be returned. Licensee must obtain the Building/Property Owner's permission to allow an Event serving alcohol in their facility. **The following are also required and must be attached:**

**A) FEES:** Private Event \$25 per day, only open to those with an invitation or known to sponsor, or Public Event \$50 per day, open to public.

Applicable daily fees, must be submitted by business check, Money Order or Cashier's Check

**B) FLOOR PLAN:** Detailed Floor Plan, include Pictures, designating restricted and unrestricted areas

- Detailed Floor Plan (on 8 ½ x 11 sheet) must be submitted showing exactly where the event is to be held
- Total Square Footage for the proposed service area
- Must show the location of Bars, Security, Serving Areas, Entrances, Exits
- Enclosed or barricaded serving areas must also be clearly marked
- If there are any patios or outside areas, indicate how they are enclosed to prevent alcohol from leaving the premises; Describe type and height of enclosure; Must be three (3) feet or higher
- Placement and Location of Security Personnel; If Security is deemed insufficient, the Director may require additional Security Personnel or may deny permit. The average is 1 security personnel per 100 people, but may be increased depending upon the type of event requested.

**C) LIST OF SERVERS:** Accurate List of Servers at the Event, including the Full Name of Employee, Server Permit Number and Expiration Date.

**ALCOHOL & GAMING DIVISION | SPECIAL DISPENSER PERMIT APPLICATION** (§60-6A-12 NMSA)

**FEE PER DAY:**  \$25.00 Private Event (Catered), No. of Days: \_\_\_\_\_  \$50.00 Public Event, No. of Days: \_\_\_\_\_

ALL FEES ARE NON-REFUNDABLE

A copy of all approved permits are sent to the Special Investigations Division of the Department of Public Safety, and DPS will request additional information, if needed.

**LICENSE HOLDER INFORMATION:** Date Application Filed: \_\_\_\_\_ Local Option District (LOD): \_\_\_\_\_

Liquor License # \_\_\_\_\_ Clear of Citations/Holds:  Yes  No

Business Name (DBA): \_\_\_\_\_ Owner Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City, State & Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

**EVENT INFORMATION:**

Description and Name of Event: \_\_\_\_\_ Date(s) /Duration of Event: \_\_\_\_\_

Physical Address of Event and Name of Building: \_\_\_\_\_

**Check all that apply:**  Indoor Event Only  Outdoor Event Only  Beer Garden  All Ages Event

Time Event Begins: \_\_\_\_\_ Time Event Ends: \_\_\_\_\_ Total Number of Attendees Expected at Event: \_\_\_\_\_

Time of Alcohol Service:

Begins at: \_\_\_\_\_ Ends at: \_\_\_\_\_ Total Number of Attendees Expected to Consume Alcohol: \_\_\_\_\_

Security, Describe: \_\_\_\_\_ Number of Security: \_\_\_\_\_

Security Contact Name: \_\_\_\_\_ Contact Telephone # \_\_\_\_\_

**Note: Licensee's employee(s) assigned to work security, must work this exclusively and may not serve at the Event.**

**SPONSOR INFORMATION:** Sponsor of Event: \_\_\_\_\_

Name of Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

**APPROVAL OF PROPERTY OWNER:** Phone: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Your Business: \_\_\_\_\_

**LICENSE HOLDER & SERVER CERTIFICATION:** I, \_\_\_\_\_ (Licensee) hereby certify that this application is signed by Licensee or authorized person under this License, that the Event is within the same Local Option District as the Dispenser's License and *that Event is not within 300 feet of a church or school* unless alcoholic beverages were sold there prior to July 1, 1981 or a waiver is obtained from the local governing body.

I further certify that all persons providing the service of alcoholic beverages at the Event are currently Server Certified, that they are all my employees, and that ALL the information in this Application and the Attachments, is true and correct. Licensee Agrees that if any statements or representations herein are found to be false, the Director may refuse to issue additional permits.

**Must sign before a Notary:**

Licensee Name: (print) \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTARY PUBLIC USE ONLY:** (State of \_\_\_\_\_, County of \_\_\_\_\_)

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

By: \_\_\_\_\_ Notary Public: \_\_\_\_\_

SEAL

My Commission Expires: \_\_\_\_\_

**LOCAL GOVERNING BODY APPROVAL:** Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**ALCOHOL & GAMING DIVISION USE ONLY:**

**Application Must Include:** Payment of Fees, per day (listed on top of page), Floor Plan – (w/photos) and Detailed Server List

Approved  Disapproved

Processed By: \_\_\_\_\_ Date: \_\_\_\_\_

Assigned Permit Number: \_\_\_\_\_ Approved Permit Sent on: \_\_\_\_\_ By:  Email  Fax

## **SPECIAL DISPENSER CHECKLIST**

Date Received: \_\_\_\_\_ License No.: \_\_\_\_\_ Type: \_\_\_\_\_ Renewed: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Licensee: \_\_\_\_\_

D/B/A Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Name of Business/Property and Location of Event: \_\_\_\_\_

REQUIREMENTS: Is License Suspended?  Yes  No Are any citations pending?  Yes  No

Special Dispenser Permit Application Complete & Notarized?  Yes  No Comment: \_\_\_\_\_

Application Fee submitted?  Yes  No Amount paid \$ \_\_\_\_\_ Comment: \_\_\_\_\_

Is Application within the 10 day requirement?  Yes  No Comment: \_\_\_\_\_

Is the event within the Same Local Option District as the liquor license?  Yes  No Comment: \_\_\_\_\_

Has the list of Servers been submitted?  Yes  No Comment: \_\_\_\_\_

Are all servers employees of licensee?  Yes  No Comment: \_\_\_\_\_

Is a Detailed Floor Plan submitted?  Yes  No \_\_\_\_\_ Comment: \_\_\_\_\_

Are Pictures of the facility submitted?  Yes  No \_\_\_\_\_ Comment: \_\_\_\_\_

Bars, serving areas, entrances and exits clearly marked?  Yes  No Comment: \_\_\_\_\_

Total square footage indicated?  Yes  No Enclose by at least a 3ft Barrier/Description of Barrier?  Yes  No

Comment: \_\_\_\_\_

Has the Building/Property Owner approved the use of their facility?  Yes  No Comment: \_\_\_\_\_

Does the Director deem the security sufficient for the event?  Yes  No \_\_\_\_\_ Comment: \_\_\_\_\_

Are the hours and time of the event approved?  Yes  No Comment: \_\_\_\_\_

Is the event on Sunday?  Yes  No Comment: \_\_\_\_\_

Has the local option district authorized Sunday Sales?  Yes  No Comment: \_\_\_\_\_

Has the local option district approved the application?  Yes  No  N/A Comment: \_\_\_\_\_

Is the application signed by the local option district?  Yes  No  N/A Comment: \_\_\_\_\_

For Preliminary Review to: \_\_\_\_\_ Date: \_\_\_\_\_

Received: \_\_\_\_\_ Date: \_\_\_\_\_