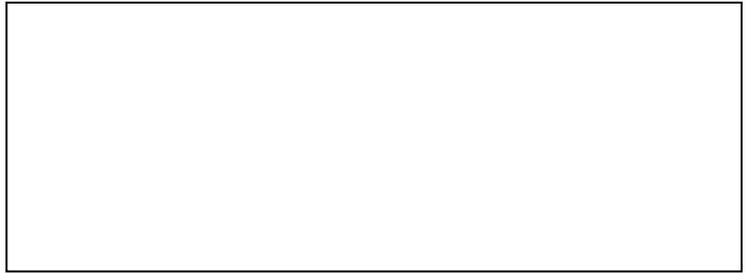


# APPLICATION FOR SPECIAL DESIGNATED LICENSE

NEBRASKA LIQUOR CONTROL COMMISSION  
301 CENTENNIAL MALL SOUTH  
PO BOX 95046  
LINCOLN, NE 68509-5046  
PHONE: (402) 471-2571  
FAX: (402) 471-2814  
Website: [www.lcc.nebraska.gov/](http://www.lcc.nebraska.gov/)  
Email Applications: [michelle.porter@nebraska.gov](mailto:michelle.porter@nebraska.gov)



## Special Designated License (SDL) Application Quick Checklist

### Requirements:

- Application **MUST** include approval from the local governing body (city, village or county clerk of where the event is to be held). Contact this jurisdiction for further requirements. **EFFECTIVE MAY 1, 2015, applications will no longer be accepted without the local approval attached to the application.**
- Only 501c Non-profit organizations or Retail license holders can apply for a Special Designated License. No SDL will be issued to Retail license holders operating under a Temporary Operating Permit (TOP).
- Include \$40 fee for each day/area. Check is payable to the Nebraska Liquor Control Commission (NLCC). If you have a Catering license, there are no fees required. You may also pay online at <http://www.lcc.nebraska.gov/>
- **Applicant** is responsible for all paperwork and fees being sent to the NLCC office before the 10-day deadline. It is not the responsibility of the local governing body to send the application to the NLCC.
- When requesting alternate date(s) and/or location(s), approval from local governing body must include approval for these alternate date(s) and/or locations(s). If requesting sales on Sunday, attach copy of local ordinance or resolution.
- Application must be received in Nebraska Liquor Control Commission (NLCC) office a **MINIMUM** of ten (10) business days prior to date of event (weekends, holidays & date of event are not included in this count). **NO EXCEPTIONS!**  
\*See the calendar on our website at:  
<https://lcc.nebraska.gov/sites/lcc.nebraska.gov/files/SDL%20Calender%20JAN%202016%20-%20JAN%202017.pdf>
- When requesting an outdoor area, you must include a box-type diagram of the area to be licensed.
- 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).
- Only twelve (12) SDLs will be issued at any specific location that could otherwise hold a liquor license.

### Non Profit Application **MUST**:

- Include page five (5) of application showing Federal ID number.
- When requesting an exemption from NLCC rules; i.e. waiver of double fencing, request must be received in (NLCC) office a **MINIMUM** of 30 days prior to the date of the event; waiving double fence must complete Form 140.

**APPLICATION FOR SPECIAL DESIGNATED LICENSE**

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**DO YOU NEED POSTERS? YES\_\_NO\_\_**

**NON PROFIT APPLICANTS**

(Check one that best applies)

Municipal\_\_ Political\_\_ Fine Arts\_\_ Fraternal\_\_ Religious\_\_ Charitable\_\_ Public Service

**LIQUOR LICENSE HOLDERS**

Liquor license number and class (i.e. C-55441)

**COMPLETE ALL QUESTIONS**

1. Type of alcohol to be served and/or consumed: Beer \_\_ Wine\_\_ Distilled Spirits\_\_

2. Licensee name (last, first,), corporate name or limited liability company (LLC) name  
(As it reads on your liquor license)

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY** \_\_\_\_\_ **ZIP** \_\_\_\_\_

3. Location where event will be held; name, address, city, county, zip code

**BUILDING NAME** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **CITY** \_\_\_\_\_

**ZIP** \_\_\_\_\_ **COUNTY and COUNTY #** \_\_\_\_\_

a. Is this location within the city/village limits? YES\_\_NO\_\_

b. Is this location within the 150' of church, school, hospital or home for aged/indigent or for veterans and/or wives? YES\_\_NO\_\_

c. Is this location within 300' of any university or college campus? YES\_\_NO\_\_

4. Date(s) and Time(s) of event (no more than six (6) **consecutive** days on one application)

Date _____ <b>Hours</b> From _____ To _____	Date _____ <b>Hours</b> From _____ To _____	Date _____ <b>Hours</b> From _____ To _____	Date _____ <b>Hours</b> From _____ To _____	Date _____ <b>Hours</b> From _____ To _____	Date _____ <b>Hours</b> From _____ To _____
---	---	---	---	---	---

a. Alternate date: \_\_\_\_\_

b. Alternate location: \_\_\_\_\_  
**(Alternate date or location must be specified in local approval)**

5. Indicate type of activity to be carried on during event:

Dance \_\_\_ Reception \_\_\_ Fund Raiser \_\_\_ Beer Garden \_\_\_ Sampling/Tasting \_\_\_  
 Other \_\_\_\_\_

6. Description of area to be licensed

Inside building, dimensions of area to be covered **IN FEET** \_\_\_\_\_ x \_\_\_\_\_  
 (not square feet or acres)

\*Outdoor area dimensions of area to be covered **IN FEET** \_\_\_\_\_ x \_\_\_\_\_

**\*SKETCH OF OUTDOOR AREA (or attach copy of sketch) (sample sketch)**

If outdoor area, how will premises be enclosed?

\_\_\_ Fence; \_\_\_ snow fence \_\_\_ chain link \_\_\_ cattle panel  
 \_\_\_ other \_\_\_\_\_

\_\_\_ Tent

7. How many attendees do you expect at event? \_\_\_\_\_

8. If over 150 attendees. Indicate the steps that will be taken to prevent underage persons from obtaining alcohol beverages. (Attach separate sheet if needed)

\_\_\_\_\_  
 \_\_\_\_\_

9. Will premises to be covered by license comply with all Nebraska sanitation laws? YES \_\_\_ NO \_\_\_

a. Are there separate toilets for both men and women? YES \_\_\_ NO \_\_\_

10. **Where will you be purchasing your alcohol?**

**Wholesaler** \_\_\_ **Retailer** \_\_\_ **Both** \_\_\_ **BYO** \_\_\_  
(includes 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. Any other information or requests for exemptions: \_\_\_\_\_  
\_\_\_\_\_

13. Name and **telephone number/cell phone number** of immediate **supervisor**. 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. **PLEASE PRINT LEGIBLY**

Print name of Event Supervisor \_\_\_\_\_

Signature of Event Supervisor \_\_\_\_\_

Event Supervisor phone: Before \_\_\_\_\_ During \_\_\_\_\_  
Email address \_\_\_\_\_

Consent of Authorized Representative/Applicant

14. I declare that I am the authorized representative of the above named license applicant and that the statements made on this application are true to the best of my knowledge and belief. I also consent to an investigation of my background including all records of every kind including police records. I agree to waive any rights or causes of action against the Nebraska Liquor Control Commission, the Nebraska State Patrol or any other individual releasing said information to the Liquor Control Commission or the Nebraska State Patrol. I further declare that the license applied for will not be used by any other person, group, organization or corporation for profit or not for profit and that the event will be supervised by persons directly responsible to the holder of this Special Designated License.

**sign here** \_\_\_\_\_  
Authorized Representative/Applicant Title Date

Print Name

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.

The law requires that no special designated license provided for by this section shall be issued by the Commission without the approval of the local governing body. For the purposes of this section, the local governing body shall be the city or village within which the particular place for which the special designated license is requested is located, or if such place is not within the corporate limits of a city or village, then the local governing body shall be the county within which the place for which the special designated license is requested is located.

**This page is required to be completed by Non Profit applicants only.**

**Application for Special Designated License  
Under Nebraska Liquor Control Act  
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 NEBRASKA LIQUOR CONTROL COMMISSION, THE NEBRASKA STATE PATROL OR ANY AGENT OF THE LIQUOR CONTROL COMMISSION 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

\_\_\_\_\_  
NOTARY PUBLIC SIGNATURE & SEAL



# March

Sun	Mon	Tue	Wed	Thu	Fri	Sat
6	7	1	2	3	4	5
13	14	8	9	10	11	12
20	21	15	16	17	18	19
27	28	22	23	24	25	26
		29	30	31		

2016

# April

Sun	Mon	Tue	Wed	Thu	Fri	Sat
3	4	5	6	7	1	
10	11	12	13	14	8	
17	18	19	20	21	15	
24	25	26	27	28	22	
					29	

2016

# May

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2016

# June

Sun	Mon	Tue	Wed	Thu	Fri	Sat
5	6	7	1	2	3	4
12	13	14	8	9	10	11
19	20	21	15	16	17	18
26	27	28	22	23	24	25
			29	30		

2016

# July

Sun	Mon	Tue	Wed	Thu	Fri	Sat
3 July 1, 2016	4 June 20, 2016 Independence Day	5 June 20, 2016	6 June 21, 2016	7 June 22, 2016	1 June 17, 2016	2 June 18, 2016
10 July 3, 2016	11 June 24, 2016	12 June 27, 2016	13 June 28, 2016	14 June 29, 2016	8 June 23, 2016	9 June 24, 2016
17 July 10, 2016	18 July 1, 2016	19 July 5, 2016	20 July 6, 2016	21 July 7, 2016	15 June 30, 2016	16 July 1, 2016
24 July 17, 2016	25 July 11, 2016	26 July 12, 2016	27 July 13, 2016	28 July 14, 2016	22 July 8, 2016	23 July 9, 2016
31 July 18, 2016					29 July 15, 2016	30 July 16, 2016

2016

# August

Sun	Mon	Tue	Wed	Thu	Fri	Sat
7 July 10, 2016	1 July 18, 2016	2 July 19, 2016	3 July 20, 2016	4 July 21, 2016	5 July 22, 2016	6 July 23, 2016
14 July 17, 2016	8 July 25, 2016	9 July 26, 2016	10 July 27, 2016	11 July 28, 2016	12 July 29, 2016	13 July 30, 2016
21 July 24, 2016	15 August 1, 2016	16 August 2, 2016	17 August 3, 2016	18 August 4, 2016	19 August 5, 2016	20 August 6, 2016
28 August 7, 2016	22 August 8, 2016	23 August 9, 2016	24 August 10, 2016	25 August 11, 2016	26 August 12, 2016	27 August 13, 2016
	29 August 15, 2016	30 August 16, 2016	31 August 17, 2016			

2016

# September

Sun	Mon	Tue	Wed	Thu	Fri	Sat
4 August 30, 2016	5 August 22, 2016 Labor Day	6 August 22, 2016	7 August 23, 2016	1 August 18, 2016	2 August 18, 2016	3 August 19, 2016
11 August 7, 2016	12 August 26, 2016	13 August 29, 2016	14 August 30, 2016	8 August 24, 2016	9 August 25, 2016	10 August 26, 2016
18 September 6, 2016	19 September 2, 2016	20 September 6, 2016	21 September 7, 2016	15 August 31, 2016	16 September 1, 2016	17 September 2, 2016
25 September 13, 2016	26 September 12, 2016	27 September 13, 2016	28 September 14, 2016	22 September 8, 2016	23 September 9, 2016	24 September 10, 2016
				29 September 15, 2016	30 September 16, 2016	

2016

# October

Sun	Mon	Tue	Wed	Thu	Fri	Sat
2 September 19, 2016	3 September 19, 2016	4 September 20, 2016	5 September 21, 2016	6 September 22, 2016	7 September 23, 2016	1 September 24, 2016
9 September 27, 2016	10 September 26, 2016 Columbus Day	11 September 26, 2016	12 September 27, 2016	13 September 28, 2016	14 September 29, 2016	8 September 20, 2016
16 September 30, 2016	17 September 30, 2016	18 October 1, 2016	19 October 4, 2016	20 October 5, 2016	21 October 6, 2016	15 September 15, 2016
23 October 7, 2016	24 October 7, 2016	25 October 11, 2016	26 October 12, 2016	27 October 13, 2016	28 October 14, 2016	22 October 18, 2016
30 October 17, 2016	31 October 17, 2016					29 October 24, 2016

2016

# November

Sun	Mon	Tue	Wed	Thu	Fri	Sat
6	7 October 24, 2016	1 October 18, 2016	2 October 19, 2016	3 October 20, 2016	4 October 21, 2016	5
13	14 October 28, 2016	8 October 25, 2016	9 October 26, 2016	10 October 27, 2016	11 October 28, 2016 Veteran's Day	12
20	21 November 4, 2016	15 October 31, 2016	16 November 1, 2016	17 November 2, 2016	18 November 3, 2016	19
27	28 November 9, 2016	22 November 7, 2016	23 November 8, 2016	24 November 9, 2016 Thanksgiving Day	25 November 9, 2016 Floating Holiday	26
		29 November 10, 2016	30 November 14, 2016			

2016

# December

Sun	Mon	Tue	Wed	Thu	Fri	Sat
4	5 November 17, 2016	6 November 18, 2016	7 November 21, 2016	1 November 15, 2016	2 November 16, 2016	3
11	12 November 28, 2016	13 November 29, 2016	14 November 30, 2016	8 November 23, 2016	9 November 23, 2016	10
18	19 December 3, 2016	20 December 6, 2016	21 December 7, 2016	15 December 1, 2016	16 December 2, 2016	17
25 December 12, 2016 Christmas Day	26 December 13, 2016 Christmas Day observed	27 December 12, 2016	28 December 13, 2016	22 December 8, 2016	23 December 9, 2016	24
				29 December 14, 2016	30 December 15, 2016	31

2016

# January

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 December 16, 2016 New Year's Day	2 December 16, 2016 New Year's Day Observed	3 December 16, 2016	4 December 19, 2016	5 December 20, 2016	6 December 21, 2016	7 December 22, 2016
8 December 23, 2016	9 December 22, 2016	10 December 23, 2016	11 December 27, 2016	12 December 28, 2016	13 December 29, 2016	14 December 30, 2016
15 December 30, 2016	16 December 30, 2016 Martin Luther King Day	17 December 30, 2016	18 January 3, 2017	19 January 4, 2017	20 January 5, 2017	21 January 6, 2017
22 January 9, 2017	23 January 6, 2017	24 January 9, 2017	25 January 10, 2017	26 January 11, 2017	27 January 12, 2017	28 January 13, 2017
29 January 13, 2017	30 January 13, 2017	31 January 17, 2017				

2017