



Michigan Department of Licensing and Regulatory Affairs  
Michigan Liquor Control Commission (MLCC)  
7150 Harris Drive, P.O. Box 30005 - Lansing, Michigan 48909-7505  
(517) 322-1326 toll free (866) 813-0011 [www.michigan.gov/lcc](http://www.michigan.gov/lcc)

### **Requirements Checklist**

#### **Special License for Consumption on the Premises (issued under R436.575)**

The following checklist is intended to assist you in completing your Application for Special License. Make sure you read the entire application carefully prior to submitting your request to the Commission for consideration.

**Reminder:** Failure to submit your application and fees a minimum of 10 days prior to your event may result in no license being issued.

☐ **Payment for license(s)** - See page 1 of Special License Application for fee information.

#### **Part I of Special License Application (Page 3):**

☐ Detailed Diagram - Submit if event is taking place outside.

Diagram must contain the dimensions and how the area will be contained, secured and monitored to prevent sales to minors and sales to visibly intoxicated persons.

☐ Church or School Approval

Is there a church or school located within 500 feet of the scheduled event?

☐ No    ☐ Yes    If you marked "yes" an official from the church and/or school must complete and execute Section 7 of the application. The local police department will also be required to note the location of the church or school in their approval in Section 10.

☐ Make sure both signatures are witnessed and notarized at the bottom of the application.

#### **Part II of Special License Application - Bond (Page 5):**

☐ Verify information is correct on bond:

1. Complete name of organization must be stated.

2. Address of event must be concise; include the city/township/village name of where the event is to be held.

3. List the specific date the event is to be held.

4. Make sure the bond includes the signature of the officer of applying organization on bond and insurance agent, and power of attorney.

*\*Note: No bond is required for church or school entities*

#### **Organization Board Resolution:**

☐ Certified copy of the resolution of the membership or board of directors authorizing the application must accompany the application to the Commission, pursuant to R436.576.

#### **Extras:**

☐ If the event is being held on Sunday and you plan on serving spirits, complete Part III on page 6.

☐ If the event will take place at a military installation or facility operated by the military, complete Part IV on page 7.

☐ Street Closure Approval - If event is located on city/village street.

☐ Escrow letter - If the event is taking place at a location where there is a liquor license currently issued.

☐ Concession Agreement - Required if organization is contracting with person(s) to operate food business within the event area.

☐ Non-Profit Papers - Required if organization has not been previously approved by the MLCC or is not a present licensee.