



**CITY OF BETHEL**  
**FINANCE DEPARTMENT**  
 907-543-3150 • 907-543-3817 (fax)  
[forbusinesses@cityofbethel.net](mailto:forbusinesses@cityofbethel.net)

### Alcohol Special Events Permit Application

The City of Bethel follows both State law and the Bethel Municipal Code when processing Alcohol Special Events Permit applications. Please check the following to ensure compliance:

- The organization hosting the event is a non-profit organization.
- The organization has been incorporated (registered) with the State of Alaska for at least two (2) years.
- The organization is current on all of its debts to the City of Bethel: sales taxes, water/sewer, etc.
- The application is signed by both the President and the Secretary for the Organization.
- The organization has not exceeded the allowable number of five (5) special event permits for the calendar year (January 1 to December 31).

#### Application Submission

1. Ensure the City of Bethel Application for an Alcohol Special Event Permit is filled in completely. If a section does not apply put NA. Incomplete applications will be returned to the applicant and may delay the issuance of the permit.
2. Submit the following information with the application in a sealed envelope addressed to the Finance Department, Attention General Ledger Accountant:
  - a. Copy of Application for State of Alaska Special Event Permit to include the sworn affidavit;
  - b. A certified copy of the resolution of the board of directors authorizing the application;
  - c. A copy of either:
    1. The Creation Filing for the Corporation **and** the Most recent Biennial Report; or
    2. The two most recent Biennial Reports
  - d. Check or money order to the City of Bethel in the amount of \$50. Fee is non-refundable.

Organization Name	Date of Application
Is the Organization a non-profit? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date of Incorporation
EIN #	NAICS #
Mailing Address	Phone Number
<b>Officers</b>	
President	Vice President
Secretary	Treasurer

If the officers listed above differ from those on the most recent biennial report with the State of Alaska, you must include proof of a change in officers.

Date & Time(s) for Event	Responsible Person and Phone Number
Contact Number for Location	Second Responsible Party and Phone Number

Description of Security Measures during the event: \_\_\_\_\_  
 \_\_\_\_\_

Explain how the alcohol will be served: \_\_\_\_\_  
 \_\_\_\_\_

How will the sale of alcohol be tracked for sales tax purposes? \_\_\_\_\_  
 \_\_\_\_\_

*\* Alcohol sold must be capable of easily being identified for tax purposes.*

Server(s)      Include Copy of Server Card

Name	Server Card #	Expiration Date

\_\_\_\_\_  
 Applicant Signature

\_\_\_\_\_  
 Date

Printed Name: \_\_\_\_\_

Position: \_\_\_\_\_

**Process may take up to 30 calendar days – Please apply early**

For Internal Use Only	Initials	Date
Finance Department Approval (fee received, current on fees, taxes licenses):	_____	_____
Fire Department Approval (location and safety plan, any concerns addressed):	_____	_____
Legal Department Approval: (All paperwork in order; law met)	_____	_____
Police Department Approval (Server IDs are current, security plan/concerns addressed):	_____	_____