

**PROCEDURES FOR APPLICATION**  
**FOR SPECIAL RETAIL/EVENTS LIQUOR LICENSE**

For a Special Events License for use at the Wetumpka Civic Center, this procedure must be followed:

1. The applicant must sign a Application and Lease with the City of Wetumpka for use of the Civic Center. The necessary fees must be paid in full.
2. The applicant must make application to the ABC Board **30 days prior** to the event. The applicant must pick up the application at the ABC Board Office (519 Oliver Road, Montgomery, Alabama)
3. The applicant presents the completed ABC Board application to the City Clerk. The license must be approved by the City Council following a Public Hearing. Applicant is responsible for 2 consecutive weeks in the Wetumpka Herald. The City Clerk will prepare the legal notice for the applicant and schedule the date of the Public Hearing.

The Public Hearing will be held during a regular scheduled council meeting which are held on the 1<sup>st</sup> and 3<sup>rd</sup> Monday of each month.

4. The completed State application must then be returned to the ABC office. The applicant must also take:
  - a. The original contract between the City of Wetumpka and the applicant for use of Civic Center on the specified date(s).
  - b. Certificate from the applicant's insurance agent saying that the applicant has liquor liability insurance in the amount of \$100,000.00.
  - c. The letter of from the City of Wetumpka approving the application.
  - d. License Fees. The ABC Enforcement Office can give this information (Phone 334-260-9702)