



Virginia Alcoholic Beverage
Control Authority

www.abc.virginia.gov/licenses | 804.213.4400 | 7450 Freight Way · Mechanicsville VA 23116 | PO Box 3250 · Mechanicsville VA 23116

BANQUET LICENSE APPLICATION

REQUIRED DOCUMENTS FOR ALL BANQUET LICENSES

PROVIDE OFFICIAL COPIES OF THE FOLLOWING REQUIRED DOCUMENTS. *All documents must be received for agent's investigation to begin.*

1. **All Banquet Licenses:** *(if documents are available)*
 - A. Invitation, e-invite, flyer or advertisement
 - B. Facility Rental Contract
2. **If the group applying is Tax Exempt:**
 - 501 C Determination Letter
3. **If the group applying is NOT Tax Exempt:** *(excluding Tastings and Manufacturing Events)*
 - A. Proof of verifiable and accurate financial records
 - B. Bylaws
 - C. Charter/Articles of Association or Constitution; SCC Charter
 - D. Membership List
 - E. Proof that the organization conducts regular meetings

ADDITIONAL REQUIRED DOCUMENTS FOR CERTAIN BANQUET LICENSES

PROVIDE OFFICIAL COPIES OF THE FOLLOWING REQUIRED DOCUMENTS. *All documents must be received for agent's investigation to begin. The following documents are required of a person, organization or business, other than the nonprofit organization applying for the license, will receive any compensation or payment for organizing, operating or conducting the event.*

1. **Banquet Mixed Beverage, Banquet Special Event, Manufacturer Event, Mixed Beverage, Mixed Beverage Club, Tasting:**
 - A. Services Agreement between applicant and provider—if alcoholic beverages will be sold to the general public
 - B. Statement of Income and Expense *(excludes Tastings)*
2. **Manufacturer Event:** *(if documents are available)*
 - A. Contract or Agreement with production company
 - B. List of all participating wineries, breweries, or distilleries
 - a. Services Agreement between applicant and provider—if additional wineries, breweries, or distilleries are participating in the event
3. **If group applying is an election campaign or political action committee:**
 - A. Letter of Good Standing
 - B. Statement of Organization