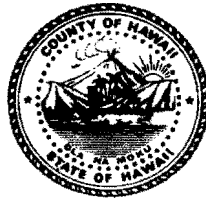


C. Kimo Alameda, Ph.D.  
Mayor

William V. Brilhante, Jr.  
Managing Director

Merrick Nishimoto  
Deputy Managing Director



Stacie T. Waltjen  
Director

## County of Hawai'i

### Department of Liquor Control

Hilo Lagoon Centre, 101 Aupuni Street, Unit 230, Hilo, Hawai'i 96720-4261  
(808) 961-8218 • Fax (808) 961-8684  
E-Mail: cohdlc@hawaiicounty.gov

### PROCEDURES TO BE FOLLOWED BY AN APPLICANT FOR A SPECIAL LICENSE

A special license allows the licensee to sell liquor on a daily basis, from one to a maximum of three consecutive days, for an event open to the public. The special licensee is under the same duty and obligation as a permanent licensee to observe and enforce the liquor laws. An event that is more than three consecutive days will require an additional application.

Applicants are required to be: (a) a non-profit organization (tax-exempt); (b) political candidate or; (c) a political party.

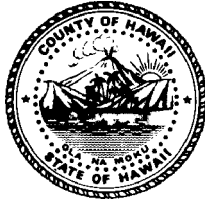
1. The application shall be filed by an authorized signatory of the non-profit organization; or the political candidate, or his or her authorized signatory of the campaign committee, or an authorized signatory of a political party.
2. Submit:
  - A. Application.
  - B. Assumption of Responsibility (Form attached).
  - C. List of the names of the officers, office held, and address.
  - D. TO AUCTION WINE: Copy of Articles of Organization or By-Laws to verify that the entity is an educational or charitable organization.
  - E. A floor plan of the premises with details as to the locations of the bar(s), entrances, exits, restroom facilities, stage or other entertainment areas, and barricades when applicable.
  - F. Letter of consent from the landlord for the sale, service, and consumption of liquors, including an acknowledgement that the premises is subject to inspection.
  - G. If State or County facility, permit from appropriate state or county agency.
  - H. State Tax Clearance certificate (Form A-6 attached), or Certificate of Vendor Compliance. ([www.ehawaii.gov](http://www.ehawaii.gov)).
  - I. IRS non-profit determination letter.

- J. Name of person in active charge of the premises who shall ensure compliance to the liquor laws.
  - K. List of servers.
3. Submit closing report on form prescribed by the commission within 30 days of the termination of liquor license.
  4. You may purchase liquor from a liquor wholesaler or a Class 4 Retail Dealer license. Purchase of liquors from military posts for resale is illegal.

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### **ASSUMPTION OF RESPONSIBILITY UNDER A SPECIAL LICENSE**

I, the undersigned, have been instructed and am fully aware and will be responsible for the exercise of the liquor license issued to \_\_\_\_\_  
\_\_\_\_\_ as governed by Hawai'i County Rules and Regulations and State Statutes. I shall also instruct all members of the association of the rules and regulations pertaining to the sale of liquor under the special license.

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)

DEPARTMENT OF LIQUOR CONTROL

COUNTY OF HAWAI'I

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E-Mail: [cohdlc@hawaiicounty.gov](mailto:cohdlc@hawaiicounty.gov)

**APPLICATION FOR CLASS 10. SPECIAL LICENSE**

Pursuant to Rule 3-1-K, of the Rules and Regulations of the Liquor Commission of the County of Hawai'i, application is hereby made for a special license as follows:

APPLICANT: \_\_\_\_\_

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

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

EVENT DATE(S): \_\_\_\_\_ EVENT TIME: START \_\_\_\_\_ END \_\_\_\_\_

KIND OF ENTERTAINMENT: \_\_\_\_\_ (*strip tease/lap dancing/exotic entertainment prohibited*)

EVENT ADDRESS: \_\_\_\_\_

**APPLICANT IS NON-PROFIT (Tax-Exempt):**

- Corporation                       Unincorporated Association                       Political Candidate
- Political Party                       Educational Organization                       Charitable Organization

**KIND OF LICENSE:**  Beer                       Beer and Wine                       General (Distilled Spirits, Beer & Wine)

**AUCTION OF WINE:** (Limited to educational or charitable organizations only; attach By-Laws)

- No.
- Yes, limited to three cases of wines, with each case containing not more than 9 liters.

Number of Cases \_\_\_\_\_ Brands: \_\_\_\_\_

**SUBMIT:**

- Rental agreement and consent from landlord for the sale, service and consumption of liquors, including acknowledgement that the premises is subject to investigation; **or**
- If State or County facility, permit from appropriate County or State agency.
- Attach list: Name of officers, office held, and address.
- Assumption of Responsibility (Form attached).
- State tax clearance certificate (Form A-6 attached), or Certificate of Vendor Compliance. [www.ehawaii.gov](http://www.ehawaii.gov)
- IRS non-profit determination letter
- Sketch of the premises indicating consumption area, bar locations, entrances, exits, and restrooms.
- Attach list of servers.
- Name of person in active charge of the premises who shall ensure compliance to the liquor laws:

**\* Attach Copy of By-Laws of Organization**

The undersigned shall assume responsibility to ensure that the sale, service, and consumption of intoxicating liquors shall be in compliance to the liquor laws.

By \_\_\_\_\_

Print Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**FOR DEPARTMENT USE**

The application for a special license has been approved and is issued subject to the following conditions:

1. Time of event shall be between 8:00 a.m. to 12:00 midnight.
2. The license shall be posted at the site.
3. Conditions imposed by the Liquor Commission: \_\_\_\_\_

By \_\_\_\_\_

**Director**

Date \_\_\_\_\_

**APPLICATION NO:** \_\_\_\_\_

Revised: 1/19/2024

**Ratified by the Liquor Commission on:** \_\_\_\_\_



6. **CITY, COUNTY, OR STATE GOVERNMENT CONTRACT:**  Bid/Entering Into  Ongoing Contract  Completion/Final Payment  
 For completion/final payment of contract, provide the name, agency, and telephone number of the contact person at the State or County Agency.  
 Name: \_\_\_\_\_ Agency: \_\_\_\_\_ Telephone Number: \_\_\_\_\_
7. **LIQUOR LICENSING:**  Initial  Renewal  Transfer-Seller  Transfer-Buyer  Special Event
8. **CONTRACTOR LICENSING:**  Initial  Renewal
9. **STATE RESIDENCY:** DATE APPLICANT ARRIVED OR RETURNED TO HAWAII \_\_\_\_\_
10. **ACCOUNTING PERIOD:**  Calendar year  Fiscal year ending (MM/DD) \_\_\_\_\_
11. **TAX EXEMPT ORGANIZATION:**  
 A) Provide the Internal Revenue Code section that applies to your exemption (e.g., 501(c)(3)): \_\_\_\_\_  
 B) Does your organization file federal Form 990-T, Exempt Organization Business Income Tax Return?  YES  NO  
 C) Is your organization required to file federal Form 990, Return of Organization Exempt From Income Tax, or federal Form 990-EZ, Short Form Return of Organization Exempt From Income Tax?  YES  NO  
 If "YES," your organization is required to obtain a general excise tax license. Go to line 13.  
 If "NO," go to line 11D.  
 D) Does your organization have fundraising income?  YES  NO  
 If "YES," your organization is required to obtain a general excise tax license.
12. **INDIVIDUAL:** Spouse's Name \_\_\_\_\_ SSN \_\_\_\_\_
13. **IF YOU DO NOT HAVE A GENERAL EXCISE TAX LICENSE AND REQUIRE A TAX CLEARANCE:**  
 A) Description of your firm's business \_\_\_\_\_  
 B) Has your firm had any business income in Hawaii?  YES  NO  
 C) Has your firm had an office, inventory, property, employees, or other representatives in the State of Hawaii?  YES  NO  
 D) Has your firm provided any services within the State of Hawaii (e.g., servicing computers, training sessions, etc.)?  YES  NO  
 E) In the current or preceding calendar year has your firm had gross income of \$100,000 or more, or entered into 200 or more separate transactions attributable to Hawaii in any of the following, or combination of the following, activities? a) Tangible property delivered in Hawaii; b) Services used or consumed in Hawaii; or c) Intangible property used in Hawaii.  YES  NO  
**Note:** If you answer "Yes" to any of the above questions, you are required to apply for a general excise tax license.

**FILING THE APPLICATION FOR TAX CLEARANCE**

The completed application may be mailed, faxed, or submitted in person to the Department of Taxation, Taxpayer Services Branch. Form A-6 may be used to get both a state tax clearance and a federal tax clearance. If you need to get a tax clearance from both agencies, you should submit a separate Form A-6 to each agency.

State Department of Taxation  
Taxpayer Services Branch  
P.O. Box 259  
Honolulu, HI 96809-0259

Telephone No.: 808-587-4242  
Toll Free: 1-800-222-3229  
Fax No.: 808-587-1488  
or  
830 Punchbowl Street  
Honolulu, HI 96813-5094

Internal Revenue Service  
W&I Field Assistance  
300 Ala Moana Blvd., #1-128  
Honolulu, HI 96850

(By appointment only. To make an appointment, please call 844-545-5640.)

Automated phone messaging: 808-466-6011  
Fax No.: 855-877-0789

Applications are available at Department of Taxation and IRS offices in Hawaii, and may also be requested by calling the Department of Taxation on Oahu at 808-587-4242 or toll-free at 1-800-222-3229. The Tax Clearance Application, Form A-6, can be downloaded from the Department of Taxation's website at [tax.hawaii.gov](http://tax.hawaii.gov).

DEPARTMENT OF LIQUOR CONTROL  
COUNTY OF HAWAII

INSTRUCTIONS FOR SELLING LIQUOR UNDER A SPECIAL LICENSE

The following rules have been compiled for your information and assistance. While the list covers most of the important provisions of the liquor laws, it is not a complete summary of all laws and regulations applicable to a special license. Keep this information handy during the term of your license and feel free to call the Department at (808) 961-8218 for any assistance you may need.

1. Don't allow other liquor on the premises except that which is covered by your license.
2. Don't sell or permit the consumption of liquor on the licensed premises before 8:00 a.m. and after 12:00 midnight.
3. Don't allow liquor to be removed from the premises for consumption. Patrons must drink their liquor on the premises.
4. Don't sell more than two drinks of liquor to the same person at one time. "STACKING" of drinks is not allowed.
5. Don't allow any person under the age of 18 to be connected in any way with the sale or service of liquor.
6. Don't sell or furnish liquor to any person under the age of 21, even though that person may be married. Minors cannot consume or even possess liquor.
7. Don't sell or furnish liquor to an intoxicated person.
8. Don't allow patrons to become disorderly or to gamble or engage in other unlawful activities. The licensee must immediately prevent or suppress any violent, quarrelsome, disorderly, lewd, immoral, or unlawful conduct of any person on the premises.
9. Don't allow an intoxicated person or disorderly person to remain on your premises. Even if you do not furnish said person with liquor, it is against the law for said person to be or remain on your premises.
10. Don't allow workers/volunteers (i.e. serving, furnishing, providing, preparing liquor or food) to consume liquor.
11. Don't fail to admit into your premises any liquor control investigator, member of the Liquor Commission, or police officer who may desire to inspect the premises in the course of their official duties.