

**COUNTY OF KAUAI
DEPARTMENT OF LIQUOR CONTROL
LIHUE CIVIC CENTER, MO'IKEHA BUILDING
4444 RICE STREET, SUITE 120
LIHUE, KAUAI, HAWAII 96766
TEL: (808) 241-4966 FAX: (808) 241-6585**

**INSTRUCTIONS FOR FILING AN APPLICATION
FOR A SPECIAL LIQUOR LICENSE**

The following will be submitted at least **four (4) weeks prior** to the effective date of the proposed license:

1. Application form.
2. Floor plan and detailed description of the proposed premises, including an explanation of how the proposed premises will be contained and the location of the restroom facilities or portable toilets.
3. Proposed premises:
A letter giving the applicant permission to sell liquor at the proposed premises from the property owner or the person who is authorized by the property owner to give such permission.
If the property owner of the location for the special license is compensated for the use of the property or if the applicant is the property owner or if there is a charge for anyone to attend the function, the property must be zoned resort or commercial or be a government facility where liquor may be sold.
4. Name, age, address and telephone number of person in charge of liquor sales and security within the proposed premises, including a roster of all persons, with their ages, who will be serving alcoholic beverages, and a list of personnel providing security within the said premises.
5. Tax clearance from the State Department of Taxation.
6. Filing fee of \$33.00 per day.
7. All applicants shall comply with all applicable Federal, State and County requirements.

**FORM TO BE COMPLETED BY ORGANIZATION
OPERATING UNDER A SPECIAL LICENSE**

The following form will be completed and returned to the Department of Liquor Control within seventy-two (72) hours after the close of business:

- | | | | | | |
|----|--------------------------------|-------------------|-------------|-----------------|-------------|
| 1. | <u>Purchased From</u> | <u>Brand Name</u> | <u>Size</u> | <u>Quantity</u> | <u>Cost</u> |
| | a. | | | | |
| | b. | | | | |
| | c. | | | | |
| | d. | | | | |
| 2. | <u>Returned To</u> | <u>Brand Name</u> | <u>Size</u> | <u>Quantity</u> | <u>Cost</u> |
| | a. | | | | |
| | b. | | | | |
| | c. | | | | |
| | d. | | | | |
| 3. | Price per drink: \$ _____ | | | | |
| 4. | Total sales: \$ _____ | | | | |
| 5. | Licensee: _____ | | | | |
| 6. | Date of Special License: _____ | | | | |