

**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 NON-PROFIT  
LIQUOR LICENSE**

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

1. Application form completely filled out by the authorized agent along with the Statement of Understanding.
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. Submit a copy of the Internal Revenue Letter indicating non-profit status. Only the following IRS designations qualify for the non-profit special license. 501(c)(3), 501(c)(4), 501(c)(7), 501(c)(10), 501(c)(19). Tax Exempt status is not a qualifier.
6. All applicants shall comply with all applicable Federal, State and County requirements.
7. Proof of liquor liability insurance for fundraising event in the amount of one million dollars (\$1,000,000) (check with liquor licensing to verify if your event requires this policy)
8. Method of disposal for any remaining liquor inventory.