



Alcohol Ordinance Review and Rewrite Committee

Monday, April 22, 2024, at 1:00 PM

City Council Chambers, City Hall (10 3rd Ave SW)

Any person needing special accommodation for the meeting is requested to notify the City Clerk's office at 857-4752.

1. ROLL CALL

2. APPROVAL OF MINUTES

**It is recommended the committee approve the minutes of the April 8, 2024, Alcohol Ordinance Review and Rewrite Committee meeting.**

Documents:

[04082024 MEETING MINUTES.PDF](#)

3. DISCUSSION OF SECTION 5-32 OF CURRENT CITY ORDINANCE

Sec. 5-32. - Suspension or revocation of a license.

(a)The city council shall have the power to suspend or revoke any license issued under the authority of this chapter for any of the following reasons:

1. The licensee violates the laws of this state or of any of the provisions of this chapter.
2. The licensee willfully makes a false statement or a misrepresentation as to a material fact in the application for the issuance or transfer of the license.
3. The licensee knowingly permits the occurrence of a pattern or practice of disorderly or immoral acts upon the licensed premises.
4. The licensee does not conduct the activity for which the license was issued at the licensed premises for a period of twelve (12) consecutive months.
5. The licensee or its manager or both no longer meet the requirements of section 5-18 for the issuance of the license.
6. The licensee does not hold a necessary permit or license issued by another governmental entity, which license or permit is required by that governmental entity as a precondition to the carrying on by the license of the activity authorized by the City of Minot license.

(b)No license shall be suspended or revoked without providing the licensee with

notice and an opportunity for hearing before the city council with regard to the suspension or revocation of the license. The city clerk shall provide the licensee with written notice of the date, time, and place of the hearing. The notice shall inform the licensee that its license may be suspended or revoked and it shall set forth the factual allegations which form the basis for doing so under this section. The city clerk may provide notice by mailing a copy thereof to the licensee's last known address as indicated in the licensee's most recent application filed with the clerk under this chapter. The notice must be mailed at least five (5) days prior to the hearing, exclusive of the date of mailing and date of the hearing.

(c) If the licensee does not appear at the hearing provided for in subsection (b), or if he does not dispute them, the factual allegations in the complaint shall be deemed to be admitted. Otherwise the city shall have the burden of going forward with the evidence and the burden of persuasion as to any disputed issues of fact.

(d) If the licensee requests that the originally scheduled hearing date be continued the city council shall grant a continuance to a time mutually convenient to the licensee and the city council, but the city council shall have the discretion to suspend the license from the date for which the hearing was originally scheduled to the date of the continued hearing.

(e) The decision of the city council shall be final for purposes of the legal doctrine which requires the exhaustion of administrative remedies as a prerequisite for judicial review.

(f) The Minot Police Department will be responsible for conducting compliance checks to determine whether the licensees are in compliance with the provisions of subsection (a)(1). If (1) the licensee admits a violation occurred, (2) fails to appear at the scheduled hearing relating to the alleged violation, or (3) the city council determines a violation under subsection (a)(1) occurred after a hearing, the licensee is subject to the following penalties, in addition to any other civil or criminal penalties a licensee may be subject to for violation of any provision of state or local law:

First violation: Letter of warning

Second violation: Business closed for three (3) consecutive days

Third violation: Business closed for seven (7) consecutive days

Fourth violation: Business closed for thirty (30) consecutive days

Fifth violation: Business liquor license recommended to be revoked

The penalties described above shall be for violations that occur within a period of twenty-four (24) months. The twenty-four-month time period commences to run

and is calculated from the first offense by the licensee.

(g)The Minot Police Department will be responsible for monitoring compliance with the provisions of subsections (a)(2)—(6). If (1) the licensee admits a violation occurred, (2) fails to appear at the scheduled hearing relating to the alleged violation, or (3) the city council determines a violation under subsections (a)(2)—(6) occurred after a hearing, the licensee is subject to suspension or revocation, as determined by the city council, in addition to any other civil or criminal penalties a licensee may be subject to for a violation of subsections (a)(2)—(6).

#### 4. DISCUSSION OF SECTION 5-40 OF CURRENT CITY ORDINANCES

Sec. 5-40. - Special permits; fees.

(a)A permit issued pursuant to Section 5-02-01.1, N.D.C.C. to allow a licensee to operate at premises other than the licensed premises to which the license relates, shall be issued administratively by the city clerk upon the following terms and conditions:

(1) The payment by the applicant of a nonrefundable fee of twenty-five dollars (\$25.00).

(2) The submission of an application to the city clerk, at least seven (7) days prior to the event (not including the day of the event), by the applicant, with any information required by the city clerk and a brief narrative explaining:

- a. The nature of the occasion for the permit (e.g., wedding dance, trade show or promotion, etc.); and
- b. The steps which will be undertaken by the permittee to restrict the sale to, and consumption of, alcoholic beverages by person under twenty-one (21) years of age at such occasion.

(3) The written approval by the chief of police of the issuance of the permit. The chief of police may police the event(s) covered by the special permit. The chief of police may determine the number, if any, of police officers or licensed private security officers needed to police the event(s). If the chief of police determines police officer or licensed private security officers are needed to police the event (s), the licensee shall hire the required number of off-duty police officers or licensed private security officers to police the event(s). If the licensee retains off-duty police officers to police the event(s), the written approval for the special permit shall be contingent on the licensee paying the Minot Police Department the expense of any off-duty police officer required for the proper policing of the event (s) prior to the event(s) occurrence. No special event(s) shall be permitted to proceed unless the required number of police officers or licensed private security officers are present.

(4) A permit issued pursuant to this subsection may not be used for the off-sale of alcoholic beverages.

(5) The city council may authorize an individual under twenty-one (21) years of age to attend the special event, but may not authorize the consumption or possession of an alcoholic beverage by an individual under twenty-one (21) years of age.

Each month the chief of police shall submit a report to the city council concerning the permits allowed and the permits denied under this subsection subsequent to the last prior such report. Applications, whether granted or not, shall be retained by the city clerk for no less than three (3) years.

Documents:

[MEMO ON SPECIAL EVENT PERMITS.PDF](#)  
[GRAND FORKS EVENT FORM.PDF](#)  
[FARGO CLASS\\_E\\_APPLICATION.PDF](#)  
[CITY OF MINOT EVENT PERMIT - ONLINE OLD VERSION.PDF](#)  
[BISMARCK SPECIAL EVENT PERMIT APPLICATION.PDF](#)

5. NEXT SCHEDULED MEETING

**The next scheduled meeting is Monday, May 13th, 2024, at 1:00 pm in the Council Chambers at City Hall.**

6. ADJOURNMENT

## **April 8, 2024 Alcohol Ordinance Review and Rewrite Committee**

### **Alcohol Ordinance Review and Rewrite Committee – April 8, 2024 AT 1:00 P.M.**

#### Members Present:

Jon Hanson, Chairman Paul Pitner, Mayor Tom Ross, Brett Tinnes

#### Members Absent:

Kevin Black

#### Also Present:

Mikayla McWilliams (City Clerk), Harold Stewart (City Manager), Corbin Dickerson (Assistant City Attorney), Chief John Klug (Police Chief), Brian Billingsley (Community and Economic Development Director)

The meeting was called to order by Chairman Paul Pitner at 1:00 pm.

#### **APPROVAL OF MINUTES**

Mayor Ross moved the committee approve the minutes of the March 25, 2024 Alcohol Ordinance Review and Rewrite Committee meeting.

Motion seconded by Jon Hanson and carried the following vote: ayes: Hanson, Pitner, Ross, Tinnes; nays: none.

#### **FIRST DISTRICT HEALTH SAFE SERVING TRAINING**

Chairman Pitner began the conversation talking with the committee about the Grand Forks Ordinance 21-0235, which discusses their mandatory alcohol server training. First District Health could be in charge of the compliance checks and would maintain the records on the certifications.

Kevin Black was present at the meeting at 1:05 pm.

Mayor Ross moved city staff to draft a section in the ordinance to be similar to Grand Forks Ordinance 21-0235 with these changes:

- Strike 8-10:  
(8) ~~The Grand Forks Police Department shall establish and/or approve a test for those persons completing an approved training program and for those seeking to renew a certificate of training.~~  
(9) ~~The Grand Forks Police Department may authorize and approve a person or entity for the administration of any test or training program required hereunder.~~  
(10) ~~Any person having completed the approved training must attain a minimum score of seventy five (75) percent on a test administered by, under the direction of, or approved by the Grand Forks Police Department in order to successfully complete the training and obtain or renew a certificate.~~
- Utilizing the online class would require the individual to file the certification paperwork with First District Health.
- Implement a penalty section on the business if the employees are not certified.
- First District Health would have the authority to do compliance checks.
- New employees have a 90-day window to complete the server training course.

Motion seconded by Brett Tinnes and carried the following vote: ayes: Black, Hanson, Pitner, Ross, Tinnes; nays: none.

First District Health asked the committee to consider the need for the license holders to submit an employee roster 1 month prior to renewal date. Requiring this training will hopefully prevent over serving and serving to minors. PD can also perform compliance checks on this section if there is a service call for over serving or serving to minors. The committee asked for this item to be brought back with the city staff changes to the ordinances.

#### **DISCUSSION ON SECTION 5-27 OF CURRENT CITY OF MINOT ORDINANCES**

Brian Billingsley discussed the outdoor dining area ordinances of Fargo and Bismarck. The two differences between the cities ordinances are:

##### ***Fargo:***

*K. Tables, chairs, ropes, fences and any other structure or item placed on the sidewalk must be removed from the sidewalk at the end of the business day, at business closure, or in the event of inclement weather, unless arrangements for assembly and storage of such items on a part of the sidewalk are approved in an encroachment agreement.*

*M. No canopy may be placed over a building exit.*

##### ***Bismarck:***

*K. Tables, chairs, fences or dividers and any other structure or item placed on the sidewalk must be removed by November 1 each year and may not be set out until April 1 each year unless different dates are specifically allowed by the City Administrator.*

*M. No outdoor patio area equipment or furniture may be placed in such a manner as to obstruct a building exit.*

Staff recommends all license holders apply for an outdoor dining permit and a special event permit to move the premise out on the sidewalk. Brian Billingsley could then look into updating our city ordinance on outdoor dining permits. The committee discussed how to regulate a rope to not encroach on the sidewalk accessible areas.

The committee also instructed staff to bring back a draft of the ordinance changes to include Retail Liquor, Beer, and Wine license holders to have the rigid fencing requirements and the other license holders operating with dining to utilize an outdoor dining permit. They would like to see the City of Minot Ordinances Section 28 Division 2 on outdoor dining permits updated to mimic the City of Fargo.

#### **DISCUSSION OF SECTION 5-8 OF CURRENT CITY OF MINOT ORDINANCES**

Brett Tinnes moved the committee to strike Easter Day from Section 5-8 to align with state law. Motion seconded by Jon Hanson and carried the following vote: ayes: Black, Hanson, Pitner, Ross, Tinnes; nays: none.

#### **DISCUSSION OF SECTION 5-25 OF CURRENT CITY OF MINOT ORDINANCES**

Mayor Ross moved the committee direct staff to create language for renewals to be an administrative approval and any new application to be brought to City Council for approval with a friendly amendment to include:

- Any renewal application with any violations of the server training requirements or any penalty violations resulting in a suspension must be brought to City Council to be approved.

Motion seconded by Jon Hanson and carried the following vote: ayes: Black, Hanson, Pitner, Ross, Tinnes; nays: none.

#### **DISCUSSION OF SECTION 5-32 OF CURRENT CITY ORDINANCE**

The committee had a brief discussion on how Fargo is set up with a Liquor Control Board, which could be a standing committee to assist and provide recommendations to City Council. Fargo has monetary fines included in the administrative violations.

Mayor Ross moved the committee direct staff to come back with an administrative fine schedule in Section 5-32 - Suspension or revocation of a license. Motion seconded by Brett Tinnes and carried the following vote: ayes: Black, Hanson, Pitner, Ross, Tinnes; nays: none.

Chairman Pitner advised the committee to look over the City of Minot Section 5-32 and research other cities. This will be brought back to a future meeting.

**NEXT SCHEDULED MEETING**

The next scheduled meeting is Monday, April 8, 2024, at 1:00 pm in the Council Chambers at City Hall. Staff will prepare the next agenda to include Section 5-32 Suspension or revocation of a license, Section 5-40 Special Permits; fees, Section 5-10 Retail delivery prohibited; exception, and additional business.

There being no further business, Mayor Ross moved the committee meeting be adjourned. Motion seconded by Jon Hanson and carried unanimously. Meeting adjourned at 2:25 pm.



**TO:** Members of the Alcohol Ordinance Review and Rewrite Committee

**FROM:** Mikayla McWilliams

**DATE:** April 22, 2024

**SUBJECT: SPECIAL EVENT PERMITS (SECTION 5-40 OF CITY OF MINOT CODES OF ORDINANCE)**

**I. RECOMMENDED ACTION**

Staff recommendation would be for the committee to consider adding a late fee for any applications submitted under 7 days prior to the event date, add into the ordinance the requirements of a site map, and discuss state law on the two week duration of a permit.

**II. DEPARTMENT CONTACT PERSONS**

Mikayla McWilliams 857-4752

**III. DESCRIPTION**

City of Minot  
Section 5-40 Special Permit; Fees

(a) A permit issued pursuant to Section 5-02-01.1, N.D.C.C. to allow a licensee to operate at premises other than the licensed premises to which the license relates, shall be issued administratively by the city clerk upon the following terms and conditions:

(1) The payment by the applicant of a nonrefundable fee of twenty-five dollars (\$25.00).

(2) The submission of an application to the city clerk, at least seven (7) days prior to the event (not including the day of the event), by the applicant, with any information required by the city clerk and a brief narrative explaining: a. The nature of the occasion for the permit (e.g., wedding dance, trade show or promotion, etc.); and b. The steps which will be undertaken by the permittee to restrict the sale to, and consumption of, alcoholic beverages by person under twenty-one (21) years of age at such occasion.

(3) The written approval by the chief of police of the issuance of the permit. The chief of police may police the event(s) covered by the special permit. The chief of police may determine the number, if any, of police officers or licensed private security officers needed to police the event(s). If the chief of police determines police officer or licensed private security officers are needed to police the event(s), the licensee shall hire the required number of off-duty police officers or licensed private security officers to police the event(s). If the licensee retains off-duty police officers to police the event(s), the written approval for the special permit shall be contingent on the licensee paying the Minot Police Department the expense of any off-duty police officer required for the proper policing of the event(s) prior to the event(s) occurrence. No special event(s) shall be permitted to proceed unless the required number of police officers or licensed private security officers are present.

(4) A permit issued pursuant to this subsection may not be used for the off-sale of alcoholic beverages.

(5) The city council may authorize an individual under twenty-one (21) years of age to attend the special event, but may not authorize the consumption or



possession of an alcoholic beverage by an individual under twenty-one (21) years of age.

Each month the chief of police shall submit a report to the city council concerning the permits allowed and the permits denied under this subsection subsequent to the last prior such report. Applications, whether granted or not, shall be retained by the city clerk for no less than three (3) years.

City of Bismarck

#### Section 5-01-13 Event Permits to Sell at Designated Locations.

1. Pursuant to N.D.C.C. 5-02-01.1, the City Administrator, acting under the authority of the Board of City Commissioners, may by special permit authorize a licensee to engage in the "on-sale" of alcoholic beverages at events on licensed premises designated by the permit. Except for events at the Bismarck Event Center, the permit shall not be valid for a period of greater than fourteen days. The City Administrator may issue up to 14 permits from one application if the application covers a reoccurring event for consecutive days at one location. For events at the Event Center conducted by the City's liquor vendor, the City Administrator may issue one permit for multiple events for up to one month. For the purposes of this section, the Event Center shall include the Arena, the Exhibit Hall and the Belle Mehus Auditorium.

2. An application for a special permit must be filed by a licensee in the office of City Administration. The application shall contain the name of the licensee, the type of event for which the permit is desired, the specific location at which the event will take place including a diagram of the area to be licensed, and the dates and times for which the permit is desired. Before approval by the City Administrator, the application must first be approved by the Chief of Police. The Board of City Commissioners may establish rules to regulate and restrict the operation of event permits. If the City Administrator denies the application for a special permit, the denial may be appealed to the Board of City Commissioners.

3. The licensee is responsible for posting, at all entrances and exits, a sign informing the public of the general content of N.D.C.C. Section 5-01-08 and City of Bismarck ordinance 6-07-07.

4. Applications submitted pursuant to this section must be submitted at least 7 days prior to the first day of the event.

5. A fee of \$30.00 must be paid at the time the application is filed. If the application is for more than one permit for a reoccurring event for consecutive days at one location, the fee shall be \$120. For an application by the City's liquor vendor at the Event Center, the fee shall be \$100 per one-month for each event permit. Applications for a special permit submitted less than 7 days prior to the first day of the event may be considered and approved upon payment of a late fee of \$30.00.

Reference: N.D.C.C. 5-02-01.1

6. The permit may authorize an individual under twenty-one years of age to attend the event, but may not authorize the consumption or possession of an alcoholic beverage by an individual under twenty-one years of age provided the area where an individual under twenty-one years of age may remain may not be the qualified alcoholic beverage licensee's fixed or permanent licensed premises as shown on the licensee's state and local alcoholic beverage licenses issued pursuant to NDCC Section 5-02-01 and City Ordinance 5-01-06.

City of Fargo

Section 25-15

A Class "E", in the nature of a special serving permit, shall authorize the holder of an existing "off-sale" license to hold wine and sparkling wine demonstrations and tastings on such premises as may be designated in the Class "E" license subject to the following restrictions and conditions:

- a. A Class "E" license issued under this section may be issued only to persons currently holding a Class "B" license.
- b. A Class "E" license issued under this section may be issued for a period of time not to exceed 14 days, and may include Sundays.
- c. Except as otherwise provided, a Class "E" license shall not include days or times when sale of alcoholic beverages is prohibited by state law and/or city ordinances.
- d. Only wine or sparkling wine may be served under the Class "E" special serving permit.
- e. There shall be no charge of any kind made by the Class "B" license holder.
- f. The Class "E" special serving permit issued hereunder shall be only for events held by governmental, fraternal, or other regularly organized non-profit groups or societies.

City of Grand Forks

Class 11. Special or limited license.

- (1) In accordance with N.D.C.C. § 5-02-01.1, the Grand Forks City Council may issue special or limited licenses to existing on-sale, off-sale, or on- and off-sale license holders authorizing the sale of alcoholic beverages at special events designated by the license. The license may not be valid for a period greater than fourteen(14) consecutive days and may include Sundays. The license issued under this subsection shall be for allocation other than the primary place of business of the license holder. Persons under twenty-one (21)years of age may attend and remain in the area of the event, or a portion thereof only in accordance with the provisions of N.D.C.C. § 5-02-01.1 and City Code section 21-0228 (3).
- (2) In accordance with N.D.C.C. § 5-02-01.1, the Grand Forks City Council may issue special or limited licenses to existing on-sale, off-sale, or on- and off-sale license holders authorizing the sale of alcoholic beverages at a special event held at the license holder's permanent licensed premises when such licensed premises are utilized for a private function and not otherwise open to the public. Persons under twenty-one (21) years of age may attend and remain in the area of the event, or a portion thereof only in accordance with the provisions of N.D.C.C. § 5-02-01.1 and City Code section 21-0228 (3).
- (3) In accordance with N.D.C.C. § 5-02-01.1, the Grand Forks City Council may issue to a domestic winery, brewery, distillery, cidery, or meadery owner or operator a special or limited license under N.D.C.C. Ch. 5-02 to engage in the "off-sale" of wine, beer, liquor, cider, or mead at special events occurring within the City of Grand Forks as designated by the license. The license under this subsection shall be valid for no more than three (3) days per event and no domestic winery, brewery, distillery, cidery, or meadery owner or operator shall be granted more than two (2) licenses under this subsection per year. The license may be issued for a location other than the primary place of business of the license holder and to a domestic winery, brewery, distillery, cidery, or meadery owner or operator whose primary place of business is outside of the city. Any license

holder under this subsection shall be exempt from the provisions contained in Grand Forks City Code subsections 21-0206 (1)(l) and 21-0207 (4).An applicant for license under this subsection shall complete and file such application as provided by the city auditor.



**CITY OF GRAND FORKS**  
**255 N 4<sup>th</sup> Street, Grand Forks, ND**  
**58203 Phone: 701-746-2620**

For Office Use Only:  
License #

**CLASS 11 APPLICATION FOR SPECIAL OR LIMITED LICENSE TO  
SELL ALCOHOLIC BEVERAGES AT DESIGNATED PREMISES**

<b>BUSINESS / ORGANIZATION INFORMATION:</b>		
<b>Licensee Name:</b>		<b>Local License #</b>
		<b>State License #</b>
<b>Address:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Business Phone Number:</b>	<b>Contact Person:</b>	
<b>Email Address:</b>		
<b>EVENT INFORMATION:</b>		
<b>Event Date(s)</b>		<b>Number of sites:</b>
<b>Event Name:</b>		
<b>Event Location(s):</b>		
<b>Description of Event:</b>		
<b>Day of Event Contact Person:</b>		<b>Phone Number at Site:</b>

**Fees: \$55 Per Event / Location**

**Please complete form and submit with fee to: City of Grand Forks, Finance and Administrative Services, PO Box 5200, Grand Forks, ND 58206-5200.**

**License issuance is subject to inspection and approval of the City Attorney. Failure to comply with current regulations and codes for this license may result in revocation of license. By signing below I agree to abide by the regulations associated with this license.**

**Signature** \_\_\_\_\_

**Premises Description:**

Do Premises meet local and state requirements regarding sanitation and safety? Yes No

Draw a clear and understandable floor plan of the premises. Show all exits, bars, dining areas (if any), beverage coolers and beverage storage areas. Indicate which are solid walls, half walls, dividers, and movable partitions. If any area is enclosed by fences or the like, explain type and height.

What part of the building will be used for the alcoholic beverage business (sale of beverages and consumption of beverages sold)? All Less than all

If less than all, fully explain and clearly indicate on the floor plan (outline with a different color)

Is there a dining area? Yes No

If yes, will you serve alcoholic beverages in the dining area? Yes No

## CLASS E APPLICATION ALCOHOLIC BEVERAGE SERVING PERMIT

- A Class “E” license application request shall be a least 7 days prior to the event.
  - **A late fee will be charged for any application request less than 7 days before the event. In no event will a permit be issued less than 48 hours before the scheduled event.**
- **No credit will be issued for events that have been cancelled.**
- A Class “E” license may be issued for a period of time not to exceed 14 days and may include Sundays.
- A Class “E” license shall not include days or times when the sale of alcoholic beverages is prohibited by state law and/or city ordinances.
- Fee: \$25.00 Handling and \$10.00 per day.

Return to:

City Auditor's Office  
PO Box 2471, Fargo, ND 58108  
701-241-1304  
[MVanyo@FargoND.gov](mailto:MVanyo@FargoND.gov)

Application is made on this date \_\_\_\_\_ for a special event alcoholic beverage serving permit. I agree to abide by the laws, ordinances, and regulations pertaining thereto.

**PLEASE PRINT OR TYPE**

---

Name of Applicant

City License Number

---

Address, City, State, Zip

Phone Number

Contact Person: \_\_\_\_\_ Phone No. \_\_\_\_\_

Applicant's Email: \_\_\_\_\_

### **Outdoor Amplified Sound Only:**

I have applied for the Outdoor Amplified Sound Permit with the Fargo Police Department? Yes \_\_\_\_\_

**ALL PERMITS WILL BE INVOICED MONTHLY**

**Name of the Event:** \_\_\_\_\_

Day and Date of Event: \_\_\_\_\_

Name of Location and Address of Event: \_\_\_\_\_

Hours of Serving: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_ Type of Security: \_\_\_\_\_

**Name of the Event:** \_\_\_\_\_

Day and Date of Event: \_\_\_\_\_

Name of Location and Address of Event: \_\_\_\_\_

Hours of Serving: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_ Type of Security: \_\_\_\_\_

**Name of the Event:** \_\_\_\_\_

Day and Date of Event: \_\_\_\_\_

Name of Location and Address of Event: \_\_\_\_\_

Hours of Serving: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_ Type of Security: \_\_\_\_\_



## Form Center

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### Special Event Permit

[Save Progress](#)

**Name of License Holder\***

**Business Name\***

**Business Address\***

**City\***

**State\***

**Zip Code\***

**Contact Name\***

**Phone Number\***

**Email\***

**Date of Event (Begin)\***

**Date of Event (End)\***

hh:mm am/pm

hh:mm am/pm

**Event Street Address and Location\***

**Attach a sketch of premises where alcoholic beverages will be served**

[Choose File](#) No file chosen

**Expected Attendance\***

**Provide a brief narrative of the event\***

**Will minors be present at the event?\***

-- Select One -- ▼

**Steps to be undertaken by licensee to restrict the sale to and consumption of alcoholic beverages by minors during the event\***

protected by reCAPTCHA

[Privacy](#) - [Terms](#)

[Select Language](#) ▼



☒ Receive an email copy of this form.

**Email address**

This field is not part of the form submission.

**Submit**

\* indicates a required field



Phone: 701-355-1300 • Fax: 701-221-6470 • TDD 711  
221 North 5th Street • Bismarck, ND 58501

**APPLICATION FOR SPECIAL PERMIT  
TO SELL ALCOHOLIC BEVERAGES  
AT A SPECIAL EVENT  
DESIGNATED PREMISES**

LAST REVISED: 6/25/2021

Applicant (Please Print):		Title:		Phone Number:	
Name of Licensee:		Name of Business (DBA):			
State of ND Alcohol Beverage License Number(s):		City of Bismarck Alcohol Beverage License Number(s):			
Mailing Address:		City:	State:	Zip:	
Email Address:					
Fully Describe Event:					
Name of Building Where Event Will Be Held:		Address of Premises Where Event is Being Held:			
Date(s) of Special Event:			Start Time:	End Time:	
Does the building meet all state and local sanitation and safety requirements? Yes      No					
The permit fee is <b>\$25.00</b> for each permit. One permit may be used up to 14 days for a reoccurring event at one location within the identified premises. Multiple events with varying locations at the same facility each require an individual permit.					
<p><b>Description of Premises:</b> Draw a clear and understandable floor plan of the premises. Show all exits, bars, dining areas (if any), beverage coolers and beverage storage areas. Indicate which are solid walls, half walls, dividers and movable partitions. If any area is enclosed by fences or the like, explain type and height.</p> <p style="text-align: center;">North</p>					
<p>NOTICE: If you are planning to construct a tent for the special event - you will need a permit from CITY BUILDING INSPECTIONS - (701)355-1465</p>					
Signature:			Date:		

**Credit Card Authorization:**

Card Holder Name:	Visa:	Master Card:	Discover:
Account Number:	Exp Date:	3 Digit Security Number:	Billing Zip Code:
Amount Authorized:		Phone Number:	
Signature:		Date:	
<b>Mail to:</b> City of Bismarck Administration Department 221 N 5th St Bismarck, ND 58501		<b>Email to:</b> Whitnie Olsen - <a href="mailto:wolsen@bismarcknd.gov">wolsen@bismarcknd.gov</a>	
<b>Note:</b> Payment information is used for a one time payment only. After payment has been completed the information provided will not be kept on file and will be disposed of.			

<b>Liquor License:</b>	
New Application	200.00
Late Submissions	50.00
<b>Class A</b> - Nationally Organized Fraternal Order or Club	3,700.00
<b>Class A-2</b> - Nationally Organized Fraternal Order or Club	425.00
<b>Class B</b> - Operator of the Beverage Concession at the Airport Terminal Building	650.00
<b>Class C</b> - Hotel or Motel Full Service	3,800.00
<b>Class C-2</b> - Hotel or Motel	1,000.00
<b>Class D</b> - Sale at Retail of Alcoholic Beverages	4,100.00
<b>Class E</b> - Sale at Retail of Beer Only	800.00
<b>Class F-1</b> - Restaurant - Alcoholic Beverages - 55/45 Food Split	3,600.00
<b>Class F-2</b> - Restaurant - Beer and Wine Only - 55/45 Food Split	1,500.00
<b>Class F-3</b> - Restaurant - Beer Only - 55/45 Food Split	900.00
<b>Class G</b> - Concession at the Bismarck Municipal Country Club	725.00
<b>Class H</b> - Commercial passenger vessels on the Missouri River	725.00
<b>Class I-1</b> - Restaurant - Alcoholic Beverages - 70/30 Food Split	3,450.00
<b>Class I-2</b> - Restaurant - Beer and Wine Only - 70/30 Food Split	1,450.00
<b>Class I-3</b> - Restaurant - Beer Only - 70/30 Food Split	800.00
<b>Class J</b> - Non-profit Organization Operating a Club or Establishment - National Guard	100.00
<b>Class K</b> - Sale of Beer and Wine at the Bismarck Event Center	650.00
<b>Class L</b> - Sale of Beer and Wine at Bismarck Parks and Recreation Locations	350.00
<b>Class M</b> - Catered Retail Beer, Wine, & Liquor	650.00
<b>Class N</b> - Domestic Winery	800.00
<b>Class O</b> - Microbrewery	800.00
<b>Class P</b> - Event Site	650.00
<b>Class Q</b> - Restaurant On-Sale and Off-Sale Wine	3,800.00
<b>Class R</b> - Commercial Airline	75.00
<b>Class S</b> - Beer Arcade	850.00
<b>Class T</b> - Senior Living Community	350.00
<b>Class U</b> - Domestic Distillery	800.00
<b>Special Events:</b>	
Special Event - 14 days reoccurring event at one location	25.00
Late Fee for Special Event Permit	25.00
<b>Gaming:</b>	
Site Authorization	100.00
Raffle Ticket Permit	25.00
<b>Pawnbroker:</b>	75.00
<b>Junk Dealer:</b>	50.00
<b>Second Hand Dealer:</b>	25.00
<b>Door-to-Door Sales:</b>	
Application Fee	200.00
Salesperson	40.00
<b>Taxi company license:</b>	
Application	100.00
New & Renewal Vehicles	25.00