



Restaurant's Checklist for Non-Profit Catering Event

08/07/2013 Please see WAC 314-05 AND 314-52-130 for details.

Is the request coming from a Non Profit that is registered with SOS or IRS?
YES

Does the Restaurant want to cater the event?
YES

Step 2: Restaurant with a "Catering Endorsement" receives the request to cater the Non-Profits event: Reviews key checklist questions?

Step 3: Restaurant agrees to participate and perform authorized activities including:

Scenario A. Non-Profit does not have a Special Occasion License & Event is Open to the Public:

The Restaurant Must:

- Notify local Liquor Enforcement Officer 5 days before the event.
- Receive approval for event from local Liquor Board Enforcement Officer;
- Sell alcohol and retain all related funds.

P.S. Restaurant may donate proceeds after the event.

Scenario B: Non-Profit does have a Special Occasion License from WSLCB & Event is closed to the Public. The Restaurant:

- Cannot sell their own alcohol;
- Can act as servers of the NPC alcohol
- Must hold event in a separate area from other licensed activities.
- All alcohol related funds are retained by Non-Profit.

P.S. Restaurant may receive a "Caterers Duplicate" endorsement from WSLCB for overnight storage privileges.

Reasons for saying No

- Requestor is not an Non-Profit
- Not an event you want to participate in.

