WEST VIRGINIA ALCOHOL BEVERAGE CONTROL ADMINISTRATION
SPECIAL ONE DAY LICENSE

Pursuant to WV Code §11-16-11b and §60-8-3(p), the undersigned nonprofit organization requests permission to sell and/or serve wine and nonintoxicating beer at the following fund-raising event for raising money for athletic, charitable, educational or religious purposes. The applicant must be the 501(c)(3) nonprofit organization and must be the sole organization operating and managing the charitable event. Please note that only six event licenses (6 days) may be issued to any single licensee during any calendar year.

Third party organizers or Party Planners may not be compensated to operate or manage the event. Caterers may provide food services only, but may not purchase, sell or serve wine or nonintoxicating beer. The License holder, their employees or their bona fide volunteers must conduct all sales, furnishing, tendering and serving at the event.

Please return form, copies of the 501 (c)(3) nonprofit organization documentation, and floor plan for approval consideration.

*If located within a municipality that has an open container ordinance, you must obtain a waiver from the municipality and submit the waiver with this form.

Name of Applicant: ________________________________________________________________

Name of Event: ________________________________________________________________

Physical Name of Location: ________________________________________________________

Physical Address & County: ________________________________________________________

Event Date: ________________________ Event Start Time: ____________ Event End Time: __________

Detailed Description of Event and the charitable purpose for which the event is being held:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Does the applicant or the physical location currently hold a WVABCA License: □ Yes □ No

License Number: ___________________________ DBA: ___________________________

What percentage of the gross proceeds of the event will be used to benefit the 501 (c)(3) charitable purpose? __________

Are Wines Purchased: □ Yes □ No Purchased From:
Retailer(s): ___________________________

Distributor(s): ___________________________

Are Wines Donated: □ Yes □ No Donated By:
Retailer(s): ___________________________

Distributor(s): ___________________________
Are Licensed Farm Winery(ies) Attending: □ Yes □ No  List all Farm Wineries Attending: ____________________________________________

Will Nonintoxicating Beer be served: □ Yes □ No

*Please note that all nonintoxicating beer must be purchased from licensed distributors and resident brewers in the area (no donated beer). All distributors and resident brewers must be notified in writing by mail, facsimile or electronic mail of the event in advance and be presented the opportunity to participate in the event.

Who will be serving the wine and/or beer: ____________________________________________

*Note: Brewers and Resident Brewers, Beer and Wine Distributors, Beer and Wine Representatives, may not be involved in sales, furnishing, tendering or serving at the event. The License holder, their employees or their bona fide volunteers must conduct all sales, furnishing, tendering and serving at the event.

**Charitable auctions of sealed bottles of wine for off-premises consumption are permissible, if you qualify to hold this license (nonintoxicating beer cannot be auctioned).

Applicant Name: ____________________________ Applicant Name: ____________________________
(print) (signature)

Email: ______________________________________ Telephone #: ____________________________

Date: ________________________________

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Return to the WVABCA:  
Attn: Wine Division  
900 Pennsylvania Ave.  4th floor  
Charleston, WV 25302  
Or  
ABCCWine@wv.gov

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WVABCA Use Only Approved □ Yes □ No

______________________________________________

Fredric L. Wooton, Commissioner

______________________________________________

Date
The Floor Plan must show the area and dimensions covered by the “Special One Day License”.

Keep one (1) copy at the licensed premises. (Provide Dimensions)

Signature ___________________________ Date ___________________________
Per the Governor’s “The Comeback Guidance for Fairs, Festivals, Amusement Parks and Rides”, issued on June 5, 2020 (updated on June 10, 2018), these events are permitted to resume operations beginning July 1, 2020. Organization and Vendors should also refer to other guidelines related to the reopening of businesses. The WVABCA request that applicants that are granted a license follow the guidelines established by Governor Justice, the Center of Disease Control (CDC), and WV Department of Health and Human Resources (DHHR). The WVABCA requests that applicants granted a license communicate with employees, volunteers, and patrons concerning the importance of executing the guidelines for the safety of community.

“Failure to adhere to these guidelines may result in appropriate enforcement measures”.

The guidelines can be found at [https://governor.wv.gov/Pages/The-Comeback.aspx](https://governor.wv.gov/Pages/The-Comeback.aspx)