

Alcohol and Tax Compliance Division

Presentation on Special Events



Disclaimer

Please be advised that the information in this presentation contains informal opinions and are only applicable to the factual situations referenced and to the statutes in existence as of the date of this presentation.

The Iowa Department of Revenue may take a contrary position in the future to what is stated today. Any oral or written guidance or opinion by Department personnel not pursuant to a Petition for Declaratory Order under Iowa Administrative Code rule 701—4.7 is not binding upon the Department.

Special Event Licensing

There are 3 main ways in which alcoholic beverages may be lawfully sold and served during special events:

1. 5-day and 14-day* licenses
2. Outdoor service extension to existing licensees
3. License transfers* for existing licensees

We suggest that all applications are completed 45 days in advance of the event to compensate for any possible delays with approvals by the insurance company or the local authority.

*Not applicable to Native

On-Premises Retail Licensing Process



5 & 14-Day Licenses/Permits

Types

Special Class “C” Retail Alcohol License (BW) – Allows commercial establishments to sell wine and beer for on-premises consumption. Allows carry-out sales of wine and beer in original sealed containers.

Class “C” Retail Alcohol License (LC) – Allows commercial establishments to sell alcoholic liquor, wine, and beer for on-premises consumption. Allows carry-out sales of liquor, wine, beer, and mixed drinks or cocktails.

To Apply

- Electronically at iowaabd.force.com (eLAPS)
- Contact dramshop insurance carrier
- Contact local authority
- Effective date must allow for delivery of product to licensed premises

Outdoor Service Areas

Important Information

- Discernable boundary.
- Check with local authority for any ordinances that require fencing, double fencing, etc.
- Only alcoholic beverages permitted by the license may be served
- Outdoor area must be contiguous with the rest of the licensed premises.

To Apply

- Electronically at iowaabd.force.com (eLAPS)
- Contact dramshop insurance carrier
- Contact local authority

License Transfers*

Important Information

- Within same local authority jurisdiction
- 24 hours minimum
- No selling or serving at original location
- Only alcoholic beverages permitted by the license may be served

To Apply

- Electronically at iowaabd.force.com
- Contact dramshop insurance carrier
- Contact local authority

*Not applicable to Native Alcohol Manufacturers.

Required Documents (Control of Property)

Control of Property Document May Include:

- Lease for the area described in your sketch (signed and dated)
- Deed for the area described in your sketch
- Permission (from property owner) to serve and sell alcohol in the area described in your sketch. This must include:
 - The address of the area described in your sketch as listed on your application
 - The dates you are allowed to serve and sell alcohol in the area described in your sketch
 - If the permission includes a sketch, the entire area described in your sketch must be included.
 - Your legal name, exactly as listed on your 5-day application
- Must be to the legal entity/company name, not the DBA, and it must be signed and dated.

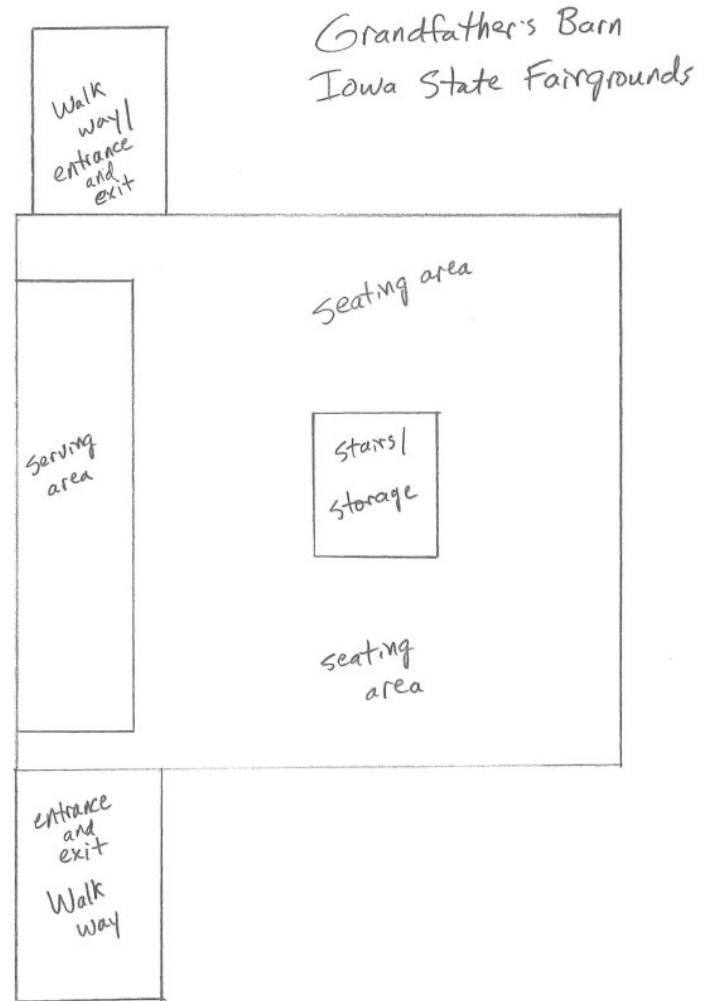
Required Documents - Sketch

Sketch Must Include:

- The boundary of your licensed premises (must be discernible)
- Entrances and exits of your licensed premises.
- Seating for 25 within your licensed premises.
- Where you will be selling alcohol within your licensed premises.
- At least one conveniently located accessible bathroom.
- Square foot and/or approximate dimensions of your licensed premises

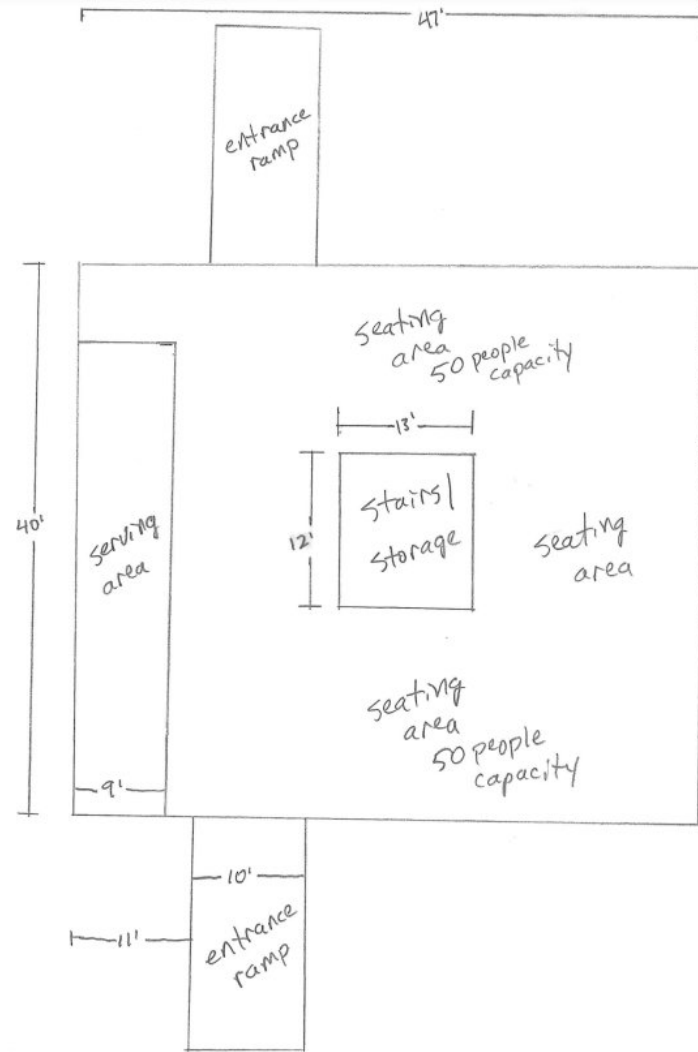
Required Documents - Sketch (Not So Good)

- ✓ | Boundary
- ✓ | Entrances/Exits
- ☐ Seating for 25
- ✓ | Selling Location
- ☐ Bathrooms
- ☐ SqFt/Dimension
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Required Documents - Sketch (Good)

- ✓ Boundary
 - ✓ Entrances/Exits
 - ✓ Seating for 25
 - ✓ Selling Location
 - ✓ Bathrooms
 - ✓ SqFt/Dimension
- S



- ☐ Boundary
- ☐ Entrances/Exits
- ☐ Seating for 25
- ☒ Selling Location
- ☒ Bathrooms
- ☐ SqFt/Dimension



Alcohol Deliveries/Returns

- Alcohol must be delivered to the 5 or 14 day licensed premises, not to another one of your permanent licensed premises.
- Alcohol must be secured on the licensed premises for the duration of the license.
- On cancellation, alcohol (unopened containers) can be returned to the wholesaler, if the wholesaler agrees to take it back. They do not have to take it back!

Do not take beer, wine, or liquor back to your permanent licensed premises! It must be returned to the wholesaler or destroyed.

Laws & Regulations

Special Events

Operationally, special events (5 and 14 day licenses) are no different than 12 month bars and restaurants:

Alcohol must be ordered separately for the stand alone license and must be delivered to the licensed premises.

Open containers of beer, wine and liquor* can be carried off of the licensed premises into **ONLY these 3 immediately adjacent areas:**

- An licensed premises authorized to sell the same type of alcoholic beverage for consumption on the licensed premises.
- A temporarily closed public right-of-way.
- A private place.

*Liquor can be carried into a temporarily closed public right-of-way, but cannot legally be consumed by the patrons. Beer and wine are able to be consumed in the temporarily closed public right-of-way ([Iowa Code 123.46](#)).

Laws & Regulations

A licensed premises authorized to sell the same type of alcoholic beverage for consumption on the licensed premises.

The licensee of the immediately adjacent licensed premises, or owner of the immediately adjacent private place, may refuse to allow the customer to enter the licensed premises or private place with an alcoholic beverage in an open container.

Laws & Regulations

Temporarily closed public right-of-way

Closing a public right of way for an event involves temporarily restricting access to a public right-of-way, such as a road or sidewalk, for a specific time and purpose. This typically requires approval from a local authority through a permit process that includes submitting event details, safety plans, and ensuring emergency access. Reasons for closure can include **public events**, construction, maintenance, or emergencies. Once approved, organizers must provide public notice—usually through signage and announcements—and ensure the area is safely managed and promptly reopened after the event.

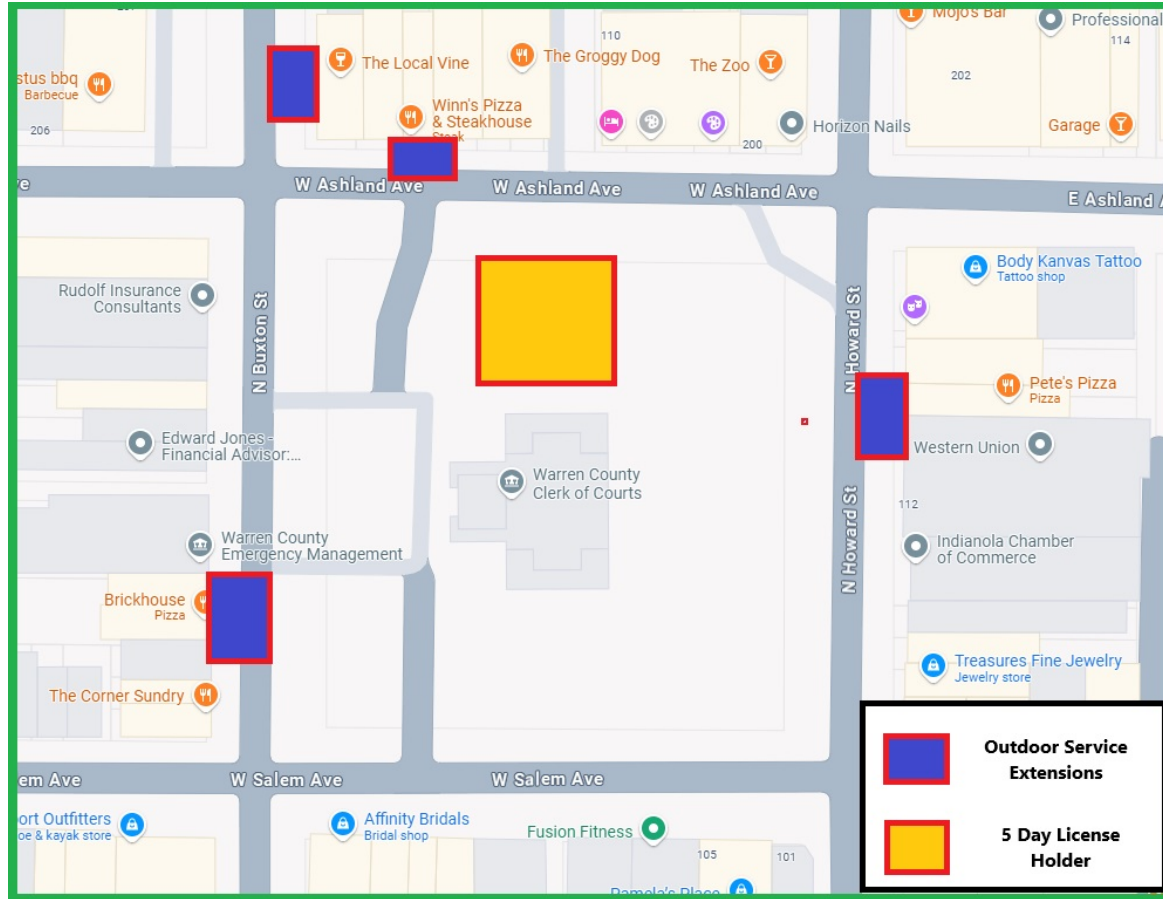
Laws & Regulations

Private Place

A location which, at the time alcoholic beverages are kept, dispensed, or consumed, meets all of the following criteria:

- The general public does not have access to the location and attendees are limited to bona fide social hosts and invited guests.
- The location is not of a commercial nature.
- Goods or services are neither sold nor purchased at the location.
- The location is not a licensed premises.
- Admission fees or other kinds of entrance fees, fare, ticket, donation or charges are not made or are required of the invited guests to enter the location.

Laws & Regulations



Laws & Regulations

Hours of Operation

Monday – Sunday

6:00 AM – 2:00 AM

No alcohol can be sold, served, consumed, or given away after selling/serving hours.

Laws & Regulations

Age to Serve

- 18 & older
- 16 & 17 year olds in restaurants. Requirements found in link below.
- Local ordinances apply

Legal Drinking Age

- 21 & older
- ID
- If in doubt, do not serve

<https://revenue.iowa.gov/resources/law-policy-information/alcohol-laws/employing-16-and-17-year-olds>



Intoxicated Persons - If in doubt, DO NOT SERVE

I-PACT

Iowa Program for Alcohol Compliance Training

- Free to Users
- Available 24/7



Why should I have my employees take the training?

- Assists in preventing illegal sales
- Provides education for owners/employees/volunteers
- Affirmative defense for licensee's civil penalties (once every 4 years)

External Agency Contacts

Department of Inspections, Appeals & Licensing - Food Licenses

Phone: (515)281-6538

dial.iowa.gov/licenses/food-hotels

Department of Inspections, Appeals & Licensing - Social Gambling

Phone: (515)281-6848

<https://dial.iowa.gov/licenses/gambling-amusement-devices/social-gambling>

Department of Revenue - Sales Tax Permitting

Phone: (515)281-3114

revenue.iowa.gov

Alcohol & Tax Compliance Division Contacts

Licensing Department Email

licensing@iowaabd.com

Contact us by phone:

(515)281-7400 option 1



Department of Revenue

Social Media



Purpose of this Presentation

This presentation is intended for general educational purposes only.

Anyone involved in an audit or protest must contact the Department representative they are working with on that issue.



Department of Revenue

Thank you!

Questions?