



**Arts Council of Snohomish County dba Schack Art Center  
Alcohol Information Sheet**

Evidence of Banquet Permit or Special Occasion License must be provided no less than 14 days prior to the rental. Renter and guests must comply with all applicable statutes and administrative regulations.

If serving or selling alcohol, the following documents are required:

**1. Either a State of Washington Banquet Permit or a Special Occasion License**

Banquet Permit:

- A Banquet Permit is required to allow the service and consumption of alcohol at a private, (not open or advertised to the public), invitation-only banquet or gathering in a public place or club.
- Alcohol consumed at the event may not be sold under a Banquet Permit. It must be provided free of charge or brought to the event by those attending. Package deals are allowed that may include the cost of dinner, alcohol and entertainment. No separate or additional charge may be made for alcohol.
- This permit can be obtained from a local State of Washington liquor store for \$10.
- A copy of the approved permit must be received by the Schack at least 14 days prior to the rental the facility. Caterers may submit their Class I license in lieu of obtaining a Banquet Permit.
- The actual Banquet Permit must be posted in the facility during the event.

Special Occasion License:

- Special Occasion License is issued to non-profit organizations holding special events at which alcohol is sold by the drink. Examples of such events are fundraisers or wine-tastings.
- Special Occasion license applications *must be filed at least 45 days in advance of the event* with the Washington State Liquor Control Board ([www.liq.wa.gov](http://www.liq.wa.gov).) The fee is \$60 per day per location. The organization must have the license in hand before it can purchase the alcohol for resale.
- All proceeds from the sale of liquor at a event must be retained by the non-profit organization.
- A copy of the approved Special Occasion License must be received by the Schack Art Center 14 days prior to the rental of the facility.

**2. Certificate of Liquor Liability Insurance**

- Liquor liability insurance is required for **all** events at which alcohol is served or sold. The Liquor Liability Insurance certificate must be received by the Schack Art Center 14 days prior to the rental.
- Liquor Liability Insurance requirements:
  - Alcohol Liability
  - \$2,000,000 general Aggregate, \$1,000,000 per person, per incident
  - Arts Council of Snohomish County dba Schack Art Center listed as “additionally insured”
  - Date, time, and location of the event
  - Endorsement that the renter’s insurance coverage shall be primary insurance as respects to the Arts Council of Snohomish County dba Schack Art Center.
- Obtaining Insurance:
  - Your personal insurance agent may be able to provide you with the insurance.
  - You may also obtain insurance through Sue Blouin, CIC, Producer, Whitfield-Koetje-Leavitt, 360-675-5916, [blouin@whitfields.com](mailto:blouin@whitfields.com). The cost of this insurance will vary depending on your event.