Banquet Permits FAQs

Banquet Permits, Public Records Requests, and Household Move Permits are now being processed on LCB's new web portal. Find out more here.

Applying for a Banquet Permit Online

A Banquet Permit is a permit you apply for that allows the service and consumption of liquor at a private, invitation-only banquet or gathering held in a public place or business. Examples include weddings, company banquets, retirement parties, and club, organization, or church events.

- **Order your banquet permit** here
- **Step-by-Step Guide for application and payment processes** here

FAQs and Information on Banquet Permits

- **How much does the permit cost?**
  - Banquet Permits cost $10 per day of your event – so, a three-day event costs $30. Note that you will need an email address and a credit or debit card to complete the online application.
  - After you've successfully applied and paid, you will get an email with your Banquet Permit attached. If you do not find the email in your inbox, please check your junk or spam folders before contacting the LCB for support at ServiceDesk@lcb.wa.gov or call 360-664-1776.

Important information about Banquet Permits

- All Banquet Permit sales are final - no refunds will be issued
- Banquet Permits are available to businesses, societies, organizations, and individuals
- Retail liquor licensees may not get a Banquet Permit
- Attendance at the event must be by invitation only
- The event may not be open or advertised to the public; including social media ads
- Liquor must be free of charge or brought by individuals attending the event. No separate or additional charge may be made for liquor, and donations cannot be accepted
- The event cannot be for business promotions
- Liquor served at the event must be purchased from a retail store at full retail price
- You may charge for "package deals" that may include, for example, the cost of dinner, liquor and entertainment. To ensure participants receive an equal share, tickets exchangeable for drinks may be issued as part of the package price. No profit may be made from the packaged deals
- Many rental facilities or halls require a Banquet Permit – please verify
- You must get all required permits and permissions from your local authorities when you host an event serving alcohol in a public place

A Banquet Permit is not required when all of the following apply:

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1. The event is hosted by an individual, not an organization or business entity
2. Guests are not charged for admission or anything provided at the function (e.g. ice, cups, setup, food, hors d'oeuvres, etc.)
3. "Charge" includes donations, dues, fees, or otherwise
4. The event would normally be held in the individual's private home, but is so large that a separate facility is needed to accommodate the event
5. The facility where the event is held is closed to the general public during the event and does not have a liquor license
6. There is no business purpose for the event or any financial gain

What does the Liquor and Cannabis Board do with my Banquet Permit?
When you apply and receive your Banquet Permit online, it is sent to your local LCB office. Liquor Enforcement Officers often visit these events, so it is important that you print and post a copy of your permit at the location where you will be serving alcohol.

Who do I contact with questions about Banquet Permits?

- For questions about rules and regulations for Banquet Permits, call the Licensing Customer Service desk at (360) 664-1600 (select option 1).
- For questions about the online application, or if you did not get an email with your permit, contact IT Customer Service for technical support at ServiceDesk@lcb.wa.gov or call 360-664-1776.
- If you need to make changes to the event (location, date, etc.) please contact EnfCustomerService@lcb.wa.gov, or call 360-664-9878.

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