VIRGINIA ALCOHOLIC BEVERAGE CONTROL AUTHORITY
SPECIAL EVENT LICENSE APPLICATION ADDENDUM

NOTICE TO SPECIAL EVENT LICENSES APPLICANTS

Board regulations require persons in charge of public events to report to the Board the income and expenses associated with the event, when the licensee engages another person to organize, conduct or operate the event on behalf of the licensee. The purpose of this form is to determine whether a report of income and expenses will be required in connection with the license applied for.

Applicant name _____ Date of event_____
SAME AS APPEARS ON SPECIAL EVENT LICENSE APPLICATION

Organization _____ License #_____
NAME OF NONPROFIT ORGANIZATION OBTAINING LICENSE

Address_____Telephone_____

City_____State_____Zip_____

Please answer the following questions:

1. Will any person, organization, or business, other than the nonprofit organization applying for this license, receive any compensation or payment for organizing, operating, or conducting the event for which this license is requested?
   [ ] YES [ ] NO

2. If the answer to question 1 is YES, will alcoholic beverages be sold to members of the general public?
   [ ] YES [ ] NO

Applicant signature_____Date_____

ATTACH THIS ADDENDUM TO THE SPECIAL EVENT LICENSE APPLICATION

If the answer to both questions 1 and 2 is YES, the applicant must (1) attach to the application a copy of any agreement between the licensee and the person engaged to organize, operate, or conduct the event, and (2) if the license issued, complete a Statement of Income and Expenses for Special Event Licenses form provided with the license and return the completed form to the issuing regional office within thirty (30) days after the date of the event.

Abingdon Office
(Satellite of Roanoke)
102 Abingdon Place
Abingdon, VA 24211
Ph: (276) 676-5502
Fax: (276) 676-5549

Alexandria Office
6308 Grovedale Dr.
Alexandria, VA 23310
Ph: (703) 313-4432
Fax: (703) 313-4444

Charlottesville Office
900 Natural Resources Dr.
Suite 700
Charlottesville VA 22903
Ph: (434) 977-2974
Fax: (434) 977-4772

Chesapeake Office
1103 S. Military Hwy.
Chesapeake, VA 23320
Ph: (757) 424-6700
Fax: (757) 424-6744

Fredericksburg Office
Lee Hill Building II
10304 Spotsylvania Ave.
Suite 101, Fredericksburg, VA 22408
Ph: (540) 322-5440
Fax: (540) 891-3153

Hampton Office
4907 W. Mercury Blvd.
Hampton, VA 23605
Ph: (757) 825-7830
Fax: (757) 825-7884

Lynchburg Office
20353 Timberlake Rd.
Suite A
Lynchburg, VA 24502
Ph: (434) 582-5136
Fax: (434) 582-5140

Richmond Office
Boulders II
7400 Beaufont Springs Dr.
Suite 101
N. Chesterfield, VA 23225
Ph: (804) 213-4620
Fax: (804) 323-1055

Roanoke Office
2943 Peters Creek Rd.
NW, Suite D
Roanoke, VA 24019
Ph: (540) 562-3604
Fax: (540) 562-3612

Staunton Office
38 Professional Way
(Mail Received: PO Box 1)
Verona, VA 24482
Ph: (540) 332-7800
Fax: (540) 248-1081

VIRGINIA ALCOHOLIC BEVERAGE CONTROL AUTHORITY
BUREAU OF LAW ENFORCEMENT OPERATIONS
Statement of Income & Expenses for Special Event Licenses

Name of Organization or Group	
Street Address	
City, State, Zip	
County	

EIN#		VA Sales Tax No.		ABC License No	

Contact Name		Phone #		Fax#	

For the event held on _____ (Must be returned within 30 days of the event)

Receipts:

Food & Other Merchandise Sales	
Alcoholic Beverage Sales	
Admissions	
Other Sources of Receipts:	
Total Receipts	

Operating Expenses:

Advertising	
Salaries and Wages	
Purchases of Food & Other Merchandise	
Purchases of Alcoholic Beverages	
Purchases of Other Items	
Rent	
Taxes, Licenses, and etc.	
Other Expenses	
Total Operating Expenses	

Total Funds Available for Contributions:	
Total Funds Contributed:	
Total Funds Not Contributed:	

Certification

I certify that this report and the accompanying schedules have been examined by me and to the best of my knowledge and belief are complete, true and accurate.

_____

Signature Title Print Name Date

VIRGINIA ALCOHOLIC BEVERAGE CONTROL AUTHORITY
BUREAU OF LAW ENFORCEMENT OPERATIONS
Statement of Income & Expenses for Special Event Licenses

INSTRUCTIONS

Step 1 Complete all organizational information where possible. Be sure to include the name of a contact person with their **day time** phone number.

Step 2 "*For the event held* ____ " Fill out a different statement for each event, normally this will be one day only. If the event was for multiple days enter the beginning and ending date. For organizations having a one-day event each week for several months each event shall be listed separately.

Step 3 Receipts: Total dollar amount should be entered for each category.

Food & Other Merchandise Sales = All Sales except Alcoholic Beverage Sales
Alcoholic Beverage Sales = Same
Admissions = Ticket sales, Admission or Cover Charges
Other Sources of Receipts = All other income to include items such as; sponsorships (alcohol related sponsors and all other), parking fees, etc. If the organization received one amount of money but has multiple events during the season, divide the amount by the number of events and include the per event amount on the form.

Step 4 Total the Receipts and enter the amount in the space provided.

Step 5 Operating Expenses: Total dollar amount should be entered for each category.

Advertising = all advertising to include radio, TV, flyers, banners and etc. paid for by the organization. Advertisements for the whole season should be divided by the number of events and include the per event amount.
Salaries and Wages = Each person working for the organization, receiving payment for work relating to this event (i.e. working the event or working prior to or after the event). If a person receives a 'salary' for the entire season, divide the total amount by the number of events and include the per event amount.
Purchases of Food & Other Merchandise = Items for resale only - Does not include alcoholic beverages.
Purchases of Alcoholic Beverages = alcoholic beverages only
Purchase of Other Items = This section would include all items purchased not previously accounted for, such as; paper products, tables, tents and etc.
Rent = All items rented or leased for this event, such as; port-o-lets, stages, sound equipment, event location, etc. Items rented or leased for the season should be divided by the number of events and include the per event amount.
Taxes, Licenses, etc.= Includes items such as; sales tax, ABC license, business license, etc.
Other Expenses = This section includes all other expenses of the event not already accounted for, such as; bands, promoters, security, office expenses or administrative expenses. Expenses that cover the whole season should be divided by the number of events and include the per event amount.

Step 6 Total the Expenses and enter the amount in the space provided.

Step 7 Total Funds Available for Contributions = Subtract the Operating Expenses from the Receipts and enter the amount in the space provided.

Step 8 Total Funds Contributed = Enter the actual dollar amount contributed to a non profit organization. Do not list contributions that have not yet occurred.

Step 9 Total Funds Not Contributed = All funds remaining that are being retained by the organization obtaining the license.

Step10 Return completed form to the issuing regional office within 30 days after the date of the event.