

# Virginia ABC – Required Documents for Banquet Applications

## All Banquet Types (if documents are available)

1. Invitation, eVite, flyer or advertisement
2. Facility Rental Contract

## Banquet Mixed Beverage, Banquet Special Event, Manufacturer Event, Mixed Beverage, Mixed Beverage Club, Tasting

*The following documents are required if a person, organization or business, other than the nonprofit organization applying for this license, will receive any compensation or payment for organizing, operating or conducting the event.*

1. Services Agreement between applicant and provider –if alcoholic beverages will be sold to the general public
2. Statement of Income and Expense – excludes Tastings

## Manufacturer Event (if documents are available)

1. Contract or Agreement with production company
2. List of all participating wineries, breweries, or distilleries

## If group applying is an election campaign or political action committee

1. Letter of Good Standing
2. Statement of Organization

## If group applying is Tax Exempt

Tax Exempt Letter

## If group applying is Not Tax Exempt

*All Banquet Types: Proof of verifiable and accurate financial records*

*All Banquet Types (excluding Tastings and Manufacturing Events)*

1. Bylaws
2. Charter/Articles of Association or Constitution; SCC Charter
3. Membership List
4. Proof that the organization conducts regular meetings