

Application must be submitted to the City prior to sending to LCC at least 30 days prior to your event.

Contact & Event Information:

Applicant's Name: _____ Contact #: _____

Organization's Name: _____

Event Location *(must be within the City limits)*: _____

Event Date(s): _____

Special Liquor License

(Nonprofits)

Required items to submit:

- ___ City application
- ___ \$25 non-refundable application fee
- ___ Liquor Control Commission form
(completed, signed and notarized)
Make sure you are using the latest application form by visiting www.michigan.gov/lcc
- ___ Diagram *(if event held outdoors)*
- ___ Resolution or minutes from board approving application for special license *(certified copy)*
- ___ Proof of nonprofit status

Temporary Liquor License

(Current Liquor Licensee)

Required items to submit:

- ___ City application
- ___ \$25 non-refundable application fee
- ___ Liquor Control Commission form
(completed and signed)
Make sure you are using the latest application form by visiting www.michigan.gov/lcc
- ___ Diagram *(if event held outdoors)*
- ___ Lease/written permission (private property) or agreement (City property) for outdoor event on property not owned by licensee
- ___ If on City property, copy of required insurance policy with appropriate liquor liability

SUBMISSION OF APPLICATION

1. Submit above items at least **30 days** prior to your event to the Port Huron City Clerk's Office, First Floor, 100 McMorran Blvd., Port Huron, MI 48060. The City cannot guarantee approval will be given in time for your event if not submitted 30 days prior.

QUESTIONS?

1. City application - City Clerk's office at (810) 984-9725, Ext. 0.
2. Liquor Control Commission form - (866) 813-0011.
3. Processing -- Police Department will review, sign and contact applicant when packet is ready to be picked up.

Below for office use only

Approvals

Date Received: _____ By: _____ Treasurer: _____ Date: _____

City Clerk: _____ Date: _____ Inc. Tax. Adm.: _____ Date: _____