



Alcohol Control and Security Plan

Revised on 01/17/2024

ATTENTION – Please answer ALL questions below. Some questions have two or three parts to them, please answer completely. Do not leave questions blank, or answer “TBD”. If the question does not apply, please indicate with N/A (non-applicable).

Once you are finished, upload this document to Apply4. After PD reviews this document, if amendments need to be made, you will be required to update the doc and re-upload it to the City of Tempe Special Event Software, Apply4.

Note: For the applicants applying for a temporary extension, the questions in this document, include the required security plan information that AZ Department of Liquor requires, pursuant to ARS 4-207.03(B)(1-4). This document can be submitted with your liquor application, specifically for temporary extensions.

1. Please list the date(s) and name(s) of your event(s). If there are more than one, please list them all.

Answer: _____

2. What type of liquor license are you using for your event? Series 15 Special Event, Series 16 Fair/Festival, and/or Temporary Extension?

Answer: _____

- If you are applying for a Series 15 Special Event liquor license with a non-profit, the following steps need to be done:
 - Verify that your non-profit is Active and In Good Standing in the state of Arizona. AZ Corp Commission website will allow you to check that status, <https://ecorp.azcc.gov/EntitySearch/Index>. If the organization is registered out of state, please confirm their status, provide the file # on the liquor application, and provide a document showing proof of their status.
 - The applicant of the liquor license needs to be a member of the non-profit. If they are not registered with a State Corp Commission, then they will need a signed letterhead from a non-profit member advising they are authorized to apply for a liquor license for this event on behalf of the non-profit. Please include event details, such as name, date, etc.
 - Please make sure the non-profit's complete name is listed on the application, the way it's registered with IRS and AZ Corp Commission.



3. Who is managing the sale/service of alcohol?

Answer: _____

a) Tempe PD recommends whoever is managing the sale/service of alcohol has current DLLC approved Title IV training. The link below provides information about that training.

<https://azliquor.gov/communications/trainers/trainers.cfm>

b) Does the person managing the sale/service of alcohol have current, non-expired training?

Answer: _____

4. Are you licensing the whole event footprint or making a beer garden?

Answer: _____

5. Is there a designated VIP or platinum area?

Answer: _____

6. Please list the types of alcohol at your event. Beer, wine, distilled spirits?

Answer: _____

7. Will you have auctions, wine or distilled spirit pulls?

Answer: _____

8. Will you have any alcohol promoters, wholesalers, producers, or other liquor licensees at your event? If so, who are they? Are they serving?

Answer: _____

9. Are you conducting sampling at the event? If so what product, and how much will each person get? What is your control mechanism that you have in place to monitor the amount that each person gets? Please explain in detail.

Answer: _____

10. Is alcohol included in the admission price of the event? If so, how many drinks are included?

Answer: _____

11. What type of containers and their sizes will alcohol be distributed in? Tempe PD discourages the use of glass.

Answer: _____



12. Do you have a VIP or Platinum drink packages you are offering? If so, what does it include?

Answer: _____

13. How will you ensure individuals are not overserved? Do you have drink tickets, tokens, hashmarks or pull tabs on wristbands, point of sale system, or tracking mechanism in place to monitor the number of drinks that are served to each patron?

Answer: _____

14. How are ID's being checked? Who is checking them? Does this person have current, DLLC approved Title IV training?

Answer: _____

15. What control mechanisms do you have in place to identify 21yoa and over? For example, distinct colored wristbands, distinct drink cups that are designated for alcoholic and non-alcoholic beverages, separating under 21 from the area that has alcohol, security preventing hand offs.

Answer: _____

16. Over intoxication – How are you monitoring it? How are you handling it once it's been identified? How will you ensure intoxicated individuals will have a safe ride home?

Answer: _____

17. Please provide the amount of security being used for the event. Are they in-house or private.

Answer: _____

a) Please provide the security information for the event if applicable. List security company name, license # (specify if out of state), and verify amount above.

Answer: _____

18. Disorderly Conduct – what is your plan to handle?

Answer: _____

19. Acts of violence – what is your plan to handle?

Answer: _____



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20. Please explain how you are going to provide for the safety of patrons:

Answer: _____

21. Please explain how you are going to prevent the unauthorized removal of spirituous liquor from the extended premises:

Answer: _____

22. Please explain how you are going to prevent the unauthorized carrying of spirituous liquor onto the extended premises:

Answer: _____