

Temporary Picnic (alcohol) Permits

Applicant Process

The Applicant must contact the Alcohol Beverage Control Division (ABC) at 1-501-682-1105 to obtain the "APPLICATION FOR TEMPORARY PERMIT". The applicant can either drive to ABC Office at 1515 W. 7th St. Suite 503, Little Rock, AR, 72201, or have ABC mail the application.

The applicant must complete the application and include:

- Articles of Incorporation from the State of Arkansas for the non-profit or charitable organization that will benefit from the issuance of the permit with at least a 25% charitable donation;
- Official letterhead from property owner of event location granting permission to conduct event on their property;
- If the event is on city property, permission must be granted from the City of Fayetteville. The applicant must contact the Special Operations Division Sergeant at 479-575-8350 to initiate process; and
- a diagram outlining points of sale (for alcohol) and how the area will be sectioned off for the event.

Submitting Documents

After all documents are obtained, the applicant should contact the Special Operations Division Sergeant and **drop off the application at the Fayetteville Police Department's Records Division**. The records division is located just inside the front doors of the police department at 1800 N. Stephen Carr Memorial Blvd.

The police department's Special Operations Division Sergeant will review the packet and contact the applicant about a stipulation agreement.

- The stipulation details how many officers will work the event. The pay rate is \$50 an hour per officer, with a four-hour minimum payment per officer, which will be paid at the conclusion of event. The police department will determine how many officers are required.
- The stipulation agreement also covers certain age restrictions for people under 21 at the event.

Final Approval

If applicant agrees to the stipulation, the application will be submitted to the Chief of Police for review. The Chief has the authority for final approval. If approved, the Chief will sign and return the packet to the Special Operations Division Sergeant to coordinate with the applicant.

The Special Operations Division Sergeant will contact the applicant to return the application in order for it to be submitted to ABC per their procedures. The applicants may contact our special events sergeant at least two weeks prior to the event to schedule needed officers.

The approved application must be returned to ABC office **three weeks prior** to the scheduled event.

Applicants are strongly encouraged to begin the application process early to allow time for multiple layers of review. Late requests may still be considered, but the application may be denied due to insufficient time for processing the paperwork and the scheduling of officers to work the event.

For assistance contact the Fayetteville Police Department's Special Operations Division Sergeant at 479-575-8350.