

Special Event Liquor License Application Attachment B

Licensing Office
55 North Center Street
Mailing Address:
PO Box 1466
Mesa, Arizona 85211-1466
480-644-2316 Telephone
480-644-3999 Fax
www.mesaaz.gov



If you intend to serve alcohol at your special event, you will need to obtain a Special Event Liquor License or an Extension of Premises from the City of Mesa Licensing Office. This must be submitted at least 60 days prior to the event. A license is required with special provisions outlined. Plan a minimum of 60 days to complete this process.

Check all that apply:

- Free/Host Alcohol Beer
 Alcohol Sales Beer and Wine
 Host and Sale Alcohol Beer, Wine and Distilled Spirits

Do you plan to secure a:

Special Event Liquor License - The Special Event Liquor License fee is \$25 and must be approved by the City Council. After city approval, your application must be submitted to, and approved by, the State of Arizona. There are fees involved at the State. This license can only be obtained by a non-profit organization, 501(C). (Complete the [State of Arizona Special Event Liquor Application](#) and site plan and submit it with this Attachment B.)

Extension of Premises License - There is no fee involved with the Extension of Premises. This is allowed when a liquor license is already in effect and you want to extend the area where liquor is sold. (Complete the [State of Arizona Extension of Premises Application](#) and site plan and submit it with this Attachment B.)

If this is an Extension of Premises, are there any other activities taking place except for the sale of liquor in the extended area? No Yes Type of activities taking place: _____

Please describe your security plan to ensure the safe sale or distribution of alcohol at your event _____

If applying for a Special Event Liquor License the following must be provided:

St. Timothy Roman Catholic Parish Mesa 32-0267724
 Charity's or Organization's Name 501 (C)#
 Jessica Krolawski Lead Administrative Assistant [Redacted]
 Name of Contact at Charity/Organization Title with Organization Phone Number
 Jessica Krolawski
 On-Site Agent Responsible for Liquor

How will attendees over the age of 21 be identified? Only those 21+ can register for event but they will also be carded at check-in + given a wristband to confirm they are old enough to drink

What controls will be used to keep attendees under the age of 21 from obtaining alcohol at the event? Photo ID checks + wristbands. Those under 21 are not permitted entry.

Will food be served? Yes No If yes, what type of food will be served Diner food: burgers, fries, onion rings, milkshakes
 Seating capacity of designated area: # 300

Received

AUG 28 2024

CITY OF MESA
LICENSING OFFICE

DLIC USE ONLY

CSR:
Amount:



SPECIAL EVENT LICENSE
APPLICATION FEE \$25.00 PER DAY

Arizona Department of Liquor Licenses and Control
800 W. Washington St. 5th Floor Phoenix, AZ 85007
(602) 542-5141

Job #:
Date Accepted:
CSR:
License #:

Application **MUST** be submitted to the Department of Liquor 10 days prior to the event.

SECTION 1 Applicant must be a member of a qualifying nonprofit organization, political party, or Government entity and authorized by an Officer, Director, or Chairperson of the Organization.

Jessica Kozlowski

- Applicant: Jessica Kozlowski
(Must be an Officer/Member of the Non Profit Entity) Last First Middle
- Applicant's mailing address: 1730 W Guadalupe Rd Mesa, AZ 85202
Street City State Zip
- Applicants home/cell phone: [REDACTED] Applicant's business phone: [REDACTED]
- Applicant's email address: jkozlowski@sttimothymesa.org
- Special Event Name: St. Timothy Catholic School Sock Hop Fundraiser
- Name of Non-Profit Organization, Candidate or Political Party/Gov.: St. Timothy Roman Catholic Parish Mesa
- Non-Profit/IRS Tax Exempt Number: 32-0267724
- Arizona Corporation Commission File #: 14588920 If out of State please specify: _____
(Attach letter of good standing)
- Event Location Name: St. Timothy Catholic Church Parking Lot
- Event Address: 1730 W Guadalupe Rd Mesa AZ 85202

Dates and Hours of Event - Days must be consecutive and may not exceed 10 consecutive days.

****SEPARATE APPLICATION FOR EACH "NON-CONSECUTIVE" DAY****

Days	Date	Day of Week	Event Start Time AM/PM	License End Time AM/PM
DAY 1:	10/26/2024	Saturday	6:00 PM	10:00 PM
DAY 2:	_____	_____	_____	_____
DAY 3:	_____	_____	_____	_____
DAY 4:	_____	_____	_____	_____
DAY 5:	_____	_____	_____	_____
DAY 6:	_____	_____	_____	_____
DAY 7:	_____	_____	_____	_____
DAY 8:	_____	_____	_____	_____
DAY 9:	_____	_____	_____	_____
DAY 10:	_____	_____	_____	_____

SECTION 2 What type of security and control measures will you take to prevent violations of liquor laws at this event?
(List type and number of police/security personnel and type of fencing or control barriers, if applicable.)

Number of Police 3 Number of Security Personnel Fencing Barriers

Must explain security measures: This event will be held outdoors in our church parking lot. Parish and school staff will be monitoring the event to ensure no one leaves the premises with alcohol, or enters without registering. ID will be required for check-in. Participants must be 21+.

SECTION 3 What is the purpose of this event?

On-site consumption Off-site (auction/wine/distilled spirits pull) Both

How is this special event going to conduct all dispensing, serving, and selling of spirituous liquors?
Check one of the following boxes. (R-19-318)

A) Special Event being held on an unlicensed premises will require approval and signature by the Local Governing Body on page 3. (If checked move to section 4)

B) Will this event be held on a currently licensed premises and within the already approved and licensed area?
(Must attach a letter from the licensed premises with an explanation of the option checked below)

Name of Business License Number Phone (Include Area Code)

Place license in non-use - Special Event Licensee selling all alcohol without retailer involvement
Must attach letter from the location suspending license for duration of special event

Dispense and serve all spirituous liquors under retailer's license - Business operates normally, minimum of 25% of gross revenue from alcohol sales is donated to licensee

Dispense and serve all spirituous liquors under special event - The special event licensee is in charge of selling alcohol that was purchased or donated by the special event licensee. The retailers existing alcohol inventory must be separated from any alcohol used during the special event. Must attach letter from the location suspending license for duration of special event

Split premise between special event and retail location - Both the special event licensee and the retailer will conduct sales of alcohol. (These sales will be done in separate areas. If alcohol is donated or purchased by the special event licensee it must be in a separate area than the alcohol that is dispensed by the licensed retailer.)

Off Sale only - Wine/Distilled Spirits Pull, Live or Silent Auctions - Retailer will still be permitted to conduct all normal sale and service of alcohol.

SECTION 4

1. Has the applicant been convicted of a felony, or had a liquor license revoked within the last five (5) years?

Yes No If yes, attach letter of explanation.

2. How many special event days have been issued to this organization during the calendar year? 1

3. Is the Organization using the services of a Special Event Contractor? (A licensee can utilize the services of a special event contractor who may purchase and sell alcohol on behalf of the licensee. If no special event contractor is listed, the licensee is responsible for the sales and service of alcohol.)

Yes No If yes, please provide the Name of the Special Event Contractor: _____

4. Is the organization using the services of a series 6, 7, 11, or 12 licensee to manage the sale or service of alcohol?
(Licensees who hold a series 6, 7, 11, or 12 license are automatically qualified to be the special event contractor)

Yes No if yes, please provide the Name of Licensee: _____ License #: _____

5. List the name of the Individual or Organization that will receive revenues, **MUST EQUAL 100 PERCENT.**

Attach additional sheet if necessary.

AMENDMENT

Name: St. Timothy Roman Catholic Parish Mesa Percentage: 100

Address: 1730 W Guadalupe Rd Mesa AZ 85202
Street City State Zip

Name: _____ Percentage: _____

Address: _____
Street City State Zip

Please read A.R.S. § 4-203.02 Special event license; rules and R19-1-205 Requirements for a Special Event License.

ALL ALCOHOLIC BEVERAGE SALES MUST BE FOR CONSUMPTION AT THE EVENT SITE ONLY.

NO ALCOHOLIC BEVERAGES SHALL LEAVE A SPECIAL EVENT UNLESS THEY ARE IN AUCTION WINE OR DISTILLED SPIRITS PULL SEALED CONTAINERS OR THE SPECIAL EVENT LICENSE IS STACKED WITH WINE /CRAFT DISTILLERY FESTIVAL LICENSE.

SECTION 5 License premises diagram. The licensed premises for your special event is the area in which you are authorized to sell, dispense or serve alcoholic beverages under the provisions of your license. Please attach a diagram of your special event licensed premises. Please show dimensions, serving areas, fencing, barricades, or other control measures and security position.



If the special event will be held at a location without a permanent liquor license or if the event will be on any portion of a location that is not covered by the existing liquor license, this application must be approved by the local governing body before submitting to the Department of Liquor Licenses and Control. Please contact the local governing board for additional information.

APPLICANT SIGNATURE

Declaration:

I, (Print Name) Jessica Kozlowski, declare under penalty of perjury that I am authorized to submit this application. I have read the contents of this application, and to the best of my knowledge believe all statements made on this application to be true, correct and complete.

Jessica Kozlowski
Signature

LOCAL GOVERNING BODY

Date Received: _____

I, _____ recommend APPROVAL DISAPPROVAL
(Government Official) (Title)

On behalf of _____, _____, _____, _____
(City, Town, County) Signature Date Phone

The local governing body (city, town or municipality where the fair/festival will take place) may require additional applications to be completed and submitted. Please check with local government as to how far in advance they require these applications to be submitted. Additional licensing fees may also be required before approval may be granted.

AZDLC USE ONLY

APPROVAL DISAPPROVAL BY: _____ DATE: _____



Parking along Keating

W Keating Ave

North

▲ = Speaker

★ = Security personnel stations

● = LED Lighting (Globugs)

■ = Vehicle Mitigation

— = 8' curtain

— = 4' fencing

NOTE: we will place "No Alcohol Beyond this Point" at various perimeter points throughout, they will be a minimum of 3' high

Parking Area

St. Timothy Catholic Church

Silent Auction tables

Registration

Bar 10x10 Tent

Food Buffet

Food Buffet

Dance Area

Sound

Stage

Parking Area

414 ft

363 ft

South

S Pennington

S Pennington

S Pennington

Parking along Pennington

Beer/wine Tent 10x10

Landscaping Berm

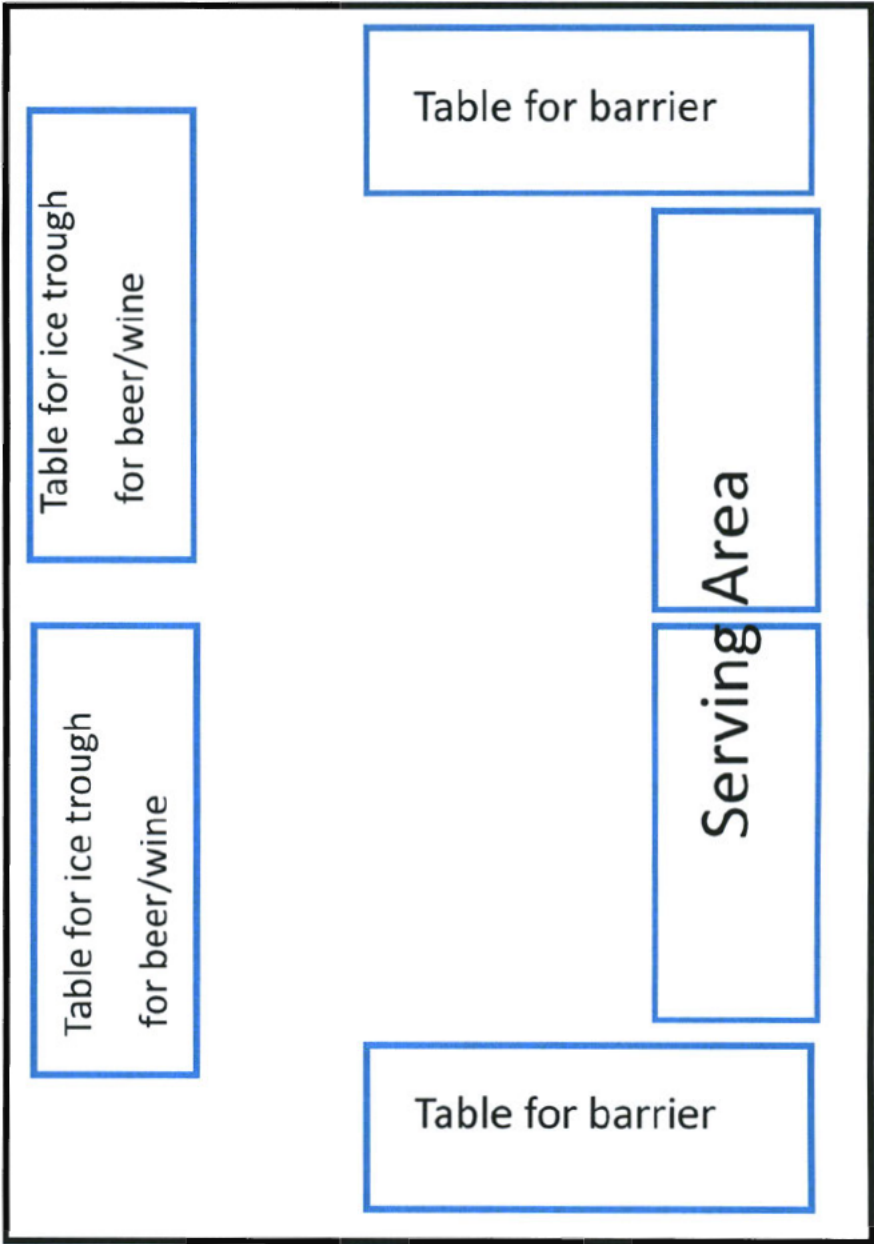


Table for ice trough for water

Table for ice trough for beer/wine

Table for ice trough for beer/wine

Table for barrier

Serving Area

Serving Area

Table for barrier

Security Measures:

4' fencing will enclose the event area and volunteer vehicles will be used for vehicle mitigation to block off openings that are not entrances and behind the stage. Staff will be assigned as "security" to monitor the bar area, the exit area (by the registration table), and the seating area.

No one ^{under} ~~over~~ the age of 21 will be permitted into the event, and the event will be advertised as 21+ only. At registration, guests will be carded and given a wristband to identify them as approved to drink alcohol.

Site Plan Explanation:

The central area of the parking lot will be utilized for our Sock Hop fundraiser. Parking will be available to guests on the north and south ends and along Pennington and Keating.

We will use volunteer vehicles as vehicle mitigation, represented by the yellow rectangles.

Additionally, we will rent 4' fencing to enclose the event area, represented by the green lines.

The bar will be housed under a 10x10 tent where volunteers will serve the beer and wine.



ST TIMOTHY CATHOLIC CHURCH

PRAY • SERVE • GIVE | IN SERVICE OF THE NEW EVANGELIZATION

August 28, 2024

Licensing Office
55 North Center St
PO Box 1466
Mesa, AZ 85211

Dear City of Mesa Licensing Office,

I hereby confirm that Jessica Kozlowski is a member of St. Timothy Catholic Church and that she is authorized to apply for and make decisions regarding Special Event Permit and Liquor License Applications.

Sincerely,

Fr. Frankie Cicero
Administrator Pro Tem

**UNANIMOUS WRITTEN CONSENT
IN LIEU OF
SPECIAL MEETING OF BOARD OF DIRECTORS
OF
ST TIMOTHY ROMAN CATHOLIC PARISH MESA**

The undersigned, constituting all of the voting members of the Board of Directors (the "Board") of St. Timothy Roman Catholic Parish Mesa, an Arizona non-profit corporation (the "Corporation"), by unanimous written consent made effective as of July 1, 2024, and pursuant to A.R.S. § 10-3821, hereby adopt the following resolutions and consent to their adoption without a meeting of the Board of Directors:

WHEREAS, Rev. Frank Cicero, has been appointed Pro-Temp Administrator by Bishop John P. Dolan, Bishop of Phoenix, and therefore, by virtue of this appointment, is authorized to conduct the day-to-day business operations of the Corporation in the absence of the President;

WHEREAS, the Corporation desires to authorize the newly appointed Pro-Temp Administrator of the Corporation to access the bank account(s) for and in connection with corporate business conducted on behalf of the Corporation and/or the parish;

WHEREAS, the Corporation desires to confirm that the newly appointed Pro-Temp Administrator is authorized to carry out all duties deemed necessary or appropriate in the course of the Corporation's regular business operations in the absence of the President;

NOW, THEREFORE, it is hereby

RESOLVED, that Rev. Frank Cicero, as Pro-Temp Administrator of the Corporation, is hereby authorized, in the name of this Corporation, to be authorized signatory on the Corporation's bank accounts (along with anyone else authorized by the President, consistent with Diocesan policy); and

FURTHER RESOLVED, that if said bank requires that this Corporation furnish them with a copy of these resolutions and/or with certified specimens of the signatures of the authorized signatories, that the Corporation is hereby authorized to furnish said resolutions and/or said signatures, and that said bank may rely on this resolution until receipt by them of a copy of a resolution by the Board revoking or modifying the same; and

FURTHER RESOLVED, that the Corporation confirms that the newly appointed Pro-Temp Administrator is authorized to carry out all duties deemed necessary or appropriate in the course of the Corporation's regular business operations of the Corporation in the absence of the President.

Rev. Frank Cicero



Most Rev. John P. Dolan, Director



Very Rev. John R. Muir, Director

CERTIFICATION

I, Rev. Frank Cicero, as Pro-Temp Administrator of the Corporation, do hereby certify that the foregoing is a full, true and correct copy of the resolutions of the Board of Directors of the Corporation, duly and regularly passed and adopted by the Board of Directors in lieu of a special meeting of the Board of Directors, and that the specimen signatures appearing below are the signatures of those individuals who are the only persons who authorized to have access to any accounts opened and maintained for St. Timothy Roman Catholic Parish Mesa, and who are the only persons who are authorized to sign for this Corporation and that parish by virtue of these resolutions.

Specimen Signature	Name (Print)	Title
_____	<u>Rev. Frank Cicero</u>	<u>Pro-Temp Administrator</u>
_____	_____	_____
_____	_____	_____

IN WITNESS WHEREOF, I have hereunto set my hand this 1st day of July, 2024.

Rev. Frank Cicero

Internal Revenue Service
P.O. Box 2508
Cincinnati, OH 45201

Department of the Treasury

Date: August 21, 2019

Person to Contact:

R. Meyer ID# 0110429

Toll Free Telephone Number:

877-829-5500

United States Conference of Catholic
Bishops
3211 4th Street, NE
Washington, DC 20017-1194

Group Exemption Number:

0928

Dear Sir/Madam:

This responds to your August 14, 2019, request for information regarding the status of your group tax exemption.

Our records indicate that you were issued a determination letter in March 1946, that you are currently exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, and are not a private foundation within the meaning of section 509(a) of the Code because you are described in sections 509(a)(1) and 170(b)(1)(A)(i).

With your request, you provided a copy of the *Official Catholic Directory for 2019*, which includes the names and addresses of the agencies and instrumentalities and the educational, charitable, and religious institutions operated by the Roman Catholic Church in the United States, its territories, and possessions that are subordinate organizations under your group tax exemption. Your request indicated that each subordinate organization is a non-profit organization, that no part of the net earnings thereof inures to the benefit of any individual, and that no substantial part of their activities is for promotion of legislation. You have further represented that none of your subordinate organizations is a private foundation under section 509(a), although all subordinates do not all share the same sub-classification under section 509(a). Based on your representations, the subordinate organizations in the *Official Catholic Directory for 2019* are recognized as exempt under section 501(c)(3) of the Code under GEN 0928.

Donors may deduct contributions to you and your subordinate organizations as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to them or for their use are deductible for federal estate and gifts tax purposes if they meet the applicable provisions of section 2055, 2106, and 2522 of the Code.

Subordinate organizations under a group exemption do not receive individual exemption letters. Subordinate organizations are not listed in Tax Exempt Organization Search (Pub 78 data), and many are not listed in the Exempt Organizations Business Master

File extract, or EO BMF. Donors may verify that a subordinate organization is included in your group exemption by consulting the *Official Catholic Directory*, the official subordinate listing approved by you, or by contacting you directly. IRS does not verify the inclusion of subordinate organizations under your group exemption. See IRS Publication 4573, *Group Exemption*, for additional information about group exemptions.

Each subordinate organization covered in a group exemption should have its own EIN. Each subordinate organization must use its own EIN, not the EIN of the central organization, in all filings with IRS.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,

A handwritten signature in black ink that reads "Stephen A. Martin". The signature is written in a cursive style with a large initial 'S'.

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements

ENTITY INFORMATION

Search Date and Time: 9/12/2024 7:48:41 AM

Entity Details

ST. TIMOTHY ROMAN CATHOLIC PARISH MESA	Entity Name:
14588920	Entity ID:
Domestic Nonprofit Corporation	Entity Type:
Active	Entity Status:
7/1/2008	Formation Date:
In Good Standing	Reason for Status:
8/14/2018	Approval Date:
11/15/2021	Status Date:
7/1/2008	Original Incorporation Date:
Perpetual	Life Period:
Other - Other - RELIGIOUS	Business Type:
2024	Last Annual Report Filed:
Arizona	Domicile State:
7/1/2025	Annual Report Due Date:

Original Publish Date:

9/8/2008

Statutory Agent Information

Name:

DENNIS M NAUGHTON

Appointed Status:

Active

Attention:

Address:

400 E MONROE ST , PHOENIX, AZ 85004, USA

Agent Last Updated:

5/17/2024

E-mail:

Attention:

Mailing Address:

County:

Maricopa

Principal Information

Title	Name	Attention	Address	Date of Taking Office	Last Updated
Director	John Greb		1730 W GUADALUPE RD, MESA, AZ, 85202, Maricopa County, USA	5/16/2019	6/14/2019
Director	JOHN R MUIR		400 E MONROE ST, PHOENIX, AZ, 85004, Maricopa County, USA	1/1/2023	4/7/2023
Director	JOHN P DOLAN		400 E MONROE ST, PHOENIX, AZ, 85004, Maricopa County, USA	8/2/2022	10/13/2022
President	John Greb		1730 W GUADALUPE RD, MESA, AZ, 85202, Maricopa County, USA		6/14/2019
Secretary	JENNIFER ELLIS		2406 W Comstock Dr, CHANDLER, AZ, 85224, Maricopa County, USA	1/1/2023	5/9/2023

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Address 

Attention:

Address: 1730 W GUADALUPE RD, MESA, AZ, 85202, USA

County: Maricopa

Last Updated: 8/15/2011

Entity Principal Office Address

Attention:

Address:

County:

Last Updated:

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