

# 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 \_\_\_\_\_

IDs will be checked at the door (21 and older only) Signage will be posted (No alcohol beyond this point). Licensed bartender will monitor sales at the entry point.

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

US Army Reserve 2-363 TSBN		N/A (Federal Entity)
Charity's or Organization's Name		501 (C)#
2LT Michael Jurczak	Commissioned Officer/Team	
Name of Contact at Charity/Organization	Title with Organization	Phone Number
Chad Zaneis		
On-Site Agent Responsible for Liquor		

How will attendees over the age of 21 be identified? Carded at the door by event staff

What controls will be used to keep attendees under the age of 21 from obtaining alcohol at the event? \_\_\_\_\_

Controlled entry in and out of premise, guest will be carded at the door. Invite event only

Will food be served? Yes ☒ No ☐ If yes, what type of food will be served Banquet style dinner  
Seating capacity of designated area: # 100

CSR:
Amount:



# SPECIAL EVENT LICENSE

## APPLICATION FEE \$25.00 PER DAY

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

**RECEIVED**  
**SEP 11 2023**  
**CITY OF MESA**  
**LICENSING OFFICE**

**DLLC USE ONLY**

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.

1. Applicant: Jurczak, Michael, Lowell  
(Must be an Officer/Member of the Non Profit Entity) Last First Middle
2. Applicant's mailing address: 7334 E Ulysses Ave, Mesa, AZ 85212  
Street City State Zip
3. Applicants home/cell phone: [REDACTED] Applicant's business phone: [REDACTED]
4. Applicant's email address: michael.l.jurczak.mil@army.mil
5. Special Event Name: US Army Reserve 2-363 TSBN Dining Out Ceremony
6. Name of Non-Profit Organization, Candidate or Political Party/Gov.: US Army Reserve
7. Non-Profit/IRS Tax Exempt Number: N/A
8. Arizona Corporation Commission File #: N/A If out of State please specify: \_\_\_\_\_  
(Attach letter of good standing)
9. Event Location Name: ASU Polytechnic Cooley Ballroom
10. Event Address: 5999 S Backus Mall, Mesa, AZ 85212

**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:	09DEC2023	SAT	1700	2300
DAY 2:				
DAY 3:				
DAY 4:				
DAY 5:				
DAY 6:				
DAY 7:				
DAY 8:				
DAY 9:				
DAY10:				



**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.)

0 Number of Police 2 Number of Security Personnel ☐ Fencing ☒ Barriers

**Must** explain security measures: Not open to the public, guests will be carded at the door. Signage will be posted (No alcohol beyond this point). Checkin table, roped off exit/entry

Licensed bartender will control distribution of alcohol at the event.

**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? 0

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: Chad Zaneis SEC070003364

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: CHAD WILLIAM ZANEIS, Agent License #: SEC070003364

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

Attach additional sheet if necessary.



Name: US Army Reserve 2-363 Family Readiness Group (FRG) Percentage: 100

Address: 7334 E Ulysses Ave, Mesa, AZ 85212  
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) Michael Lowell Jurczak, 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.

Michael L Jurczak  
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.

**AZDLLC USE ONLY**

☐ APPROVAL ☐ DISAPPROVAL BY: \_\_\_\_\_ DATE: \_\_\_\_\_




Venue:

ASU Polytechnic Cooled Ballroom  
5999 S Backus Mall  
Mesa, AZ 85212

## Outside Green Space

Alcohol Usage Area 10,000 sqft (Ballroom interior and patio are

↳  = Series 15  
liquor special  
eventarea

