



SPECIAL DISPENSER PERMIT APPLICATION INSTRUCTIONS – PLEASE READ CAREFULLY

- ✓ Only the holder of a New Mexico Dispenser's license may apply for and be issued a Special Dispenser Permit (SDP). All applications must be filled out completely and the licensee's signature must be notarized. Incomplete applications may be returned to the licensee. A list of all servers who will be serving alcoholic beverages for this function must be submitted prior to AGD granting approval for any SDP.
- ✓ If security is deemed to be insufficient and based upon the number of attendees, AGD may disapprove the application.
- ✓ A detailed floor plan (8 ½ x 11) must be submitted showing exactly where the event is to be held. Floor plan must show location of bars, serving areas, entrances, exits and enclosed or barricaded serving areas must also be clearly marked. The floor plan must also include the total square footage for the proposed service area.
- ✓ The dispenser's license being used must be located in the same local option district where the event will be held. **The local governing body of the local option district must grant approval for the issuance of the permit. The local governing body includes city council, county clerk, mayor, etc.**
- ✓ A Public Celebration is defined as **any state or county fair, fiesta, cultural or artistic performance or professional athletic competition of a seasonal nature or activities held on an intermittent basis.** When making application for a Public Celebration, provide detailed information on the public celebration.
- ✓ **Only** the employees who are licensed servers, of the holder of the New Mexico dispenser's liquor license who is issued a Special Dispenser Permit may sell, dispense, or serve the alcoholic beverages.
- ✓ Special Dispenser Permit's cannot last longer than 12 hours for each day the permit is issued.
- ✓ The local governing body where the event is to be held must have authorized Sunday Sales and the holder of the dispenser's license must have a valid Sunday Sales Permit issued by the Alcohol & Gaming Division or must have a special concession issued from the local governing body pursuant to Section 60-6A-12(E) NMSA, 1978.
- ✓ The approval Special Dispenser Permit and all required posters must be conspicuously posted at the approved location as outlined by the floor plan.
- ✓ All applications must be submitted as early as possible to ensure timely processing. Merely submitting an application does not constitute approval. If the licensee does not have the approved permit, sale, service and delivery of alcoholic beverages are not permitted.
- ✓ Ensure that required attachments are submitted: 1) Floor plan 2) Fees (listed on top of page) 3) Server information list

THIS APPLICATION MUST BE RECEIVED BY THIS DIVISION AT LEAST 10 DAYS PRIOR TO THE EVENT:

Office Location: Alcohol & Gaming Division
2550 Cerrillos Rd.
Santa Fe, NM 87505

Mailing Address: Alcohol & Gaming Division
PO Box 25101
Santa Fe, NM 87504-5101

**ALCOHOL & GAMING DIVISION
SPECIAL DISPENSER PERMIT APPLICATION (60-6A-12)**

Fee Per day: ___ **\$50.00 Public Celebration**

___ **\$25.00 Private Event (Catered)** (all fees are non refundable)

A copy of all approved permits will be sent to the Special Investigations Division of the Department of Public Safety. They will notify you directly if they need additional information.

LICENSE HOLDER INFORMATION

Business Name (DBA) _____ Owner Name _____ Liquor License # _____
Local Option District _____
Street Address _____ Mailing Address _____
City, State & Zip _____ Telephone # _____ Fax # _____

EVENT INFORMATION

Description of Event _____ Date(s) of Event _____ Begin Time _____ End Time _____
Physical Address of Event _____ Number of Persons expected _____
Description of Security _____ Number of Security personnel to be at this function _____
Security Contact Name _____ Telephone # _____

SPONSOR INFORMATION

Sponsor of Event _____ Contact Name _____ Signature _____ Telephone # _____

BUILDING OWNER APPROVAL

Name (print) _____ Signature _____ Telephone # _____ Date _____

LICENSE HOLDER & SERVER CERTIFICATION: I, _____ (Licensee) hereby certify that this event is within the same local option district as the dispenser's license, that event is not within 300 Ft. of a church or school unless alcoholic beverages were sold there prior to July 1, 1981 or a waiver is obtained from the local governing body. I further certify that all persons providing the service of alcoholic beverages are server certified and that they are my employees and that ALL the information in this application is true and correct.

NOTE: List of servers including name, server permit # and server expiration date must be attached to permit application.

Licensee agrees that if any statements or representations herein are found to be false, the director may refuse to issue additional permits.

Licensee Name (print) _____ Signature (**Licensee Only**) _____ Date _____

All profits derived from the sale of liquor will go only to the licensee. Only the owner or authorized person under this license may sign the permit. (seal)

NOTARY INFORMATION

Subscribed and Sworn before me this _____ day of _____, 20___ Notary Public _____ Exp. _____

LOCAL GOVERNING BODY APPROVAL

Print Name _____ Title _____ Signature _____ Date _____

ALCOHOL & GAMING DIVISION USE ONLY

Approved by: _____ Date _____ Permit Number _____

Attachments: 1) Floor plan

2) Fees (listed on top of page)

3) Server information list