

NORTH CAROLINA
ALCOHOLIC BEVERAGE CONTROL COMMISSION

400 EAST TRYON ROAD
RALEIGH, NC 27610
(919) 779-0700

DATE RECEIVED: _____
APPROVED / DENIED
BY: _____

TEMPORARY EXTENSION OF PREMISES APPLICATION
(Valid Only for Single Event – Maximum of 12 per Calendar Year)

Application Instructions:

- A. Complete this application. (Please print legibly)
- B. The applicant shall notify local law enforcement and have the application signed by local law enforcement.
- C. The completed application, diagram AND photo must be submitted to our office at least **30** days prior to the event date. Diagram and photo must illustrate the licensed premises AND the area to be covered by the extension.
- D. The extended area must be touching your licensed premises.
- E. Event may not last for more than three consecutive days.

Name of Contact Person: _____

Permit #: _____

Trade Name: _____

Physical Address of Business: _____

Phone #: (____) _____ **Fax #:** (____) _____

Email address: _____

DATE(S) AND TIME OF EVENT: _____

REASON FOR EXTENSION REQUEST: _____

DOES YOUR LEASE OR DEED COVER THE AREA REQUESTED IN THE EXTENSION?

YES ____ or **NO** ____ If no, please provide a letter of permission from the landlord to use the area.

Submit a photo and diagram outlining the licensed premises and the adjacent area to be covered by the extension.

NOTIFICATION TO LAW ENFORCEMENT:

The above describes a special event at a properly licensed alcohol establishment. Sufficient law enforcement resources should be available to provide the degree of supervision you feel is needed.

Please use the area below to explain if you have objections. Based in part on your response, permission may either be granted or denied.

_____ **YES**, we approve of this event and have no objections.

_____ **NO**, this event should not be allowed for the following reasons: _____

Officer's Signature **Title** **Department** **Telephone Number**

MAIL THE COMPLETED APPLICATION TO EITHER OF THE FOLLOWING (Attn: Brandon Green)

U.S. POSTAL SERVICE (REGULAR MAIL):
NC ABC COMMISSION
4307 MAIL SERVICE CENTER
RALEIGH, NC 27699-4307

U.S. POSTAL SERVICE EXPRESS MAIL OR FEDEX/UPS:
NC ABC COMMISSION
400 EAST TRYON ROAD
RALEIGH, NC 27610