

**HENRICO COUNTY DIVISION OF RECREATION AND PARKS
APPLICATION TO USE ALCOHOLIC BEVERAGES**

Applicant Information

Date Application Submitted: _____

Applicant Name: _____

Address: _____

City/State/Zip Code: _____

Applicant Phone: (Day): _____ (Evening): _____

Cell Phone: _____ Email Address: _____

Name of Organization Represented: _____

Address of Organization: _____

City/State/Zip Code: _____

Program Information

Location of Event: _____

Date of Event: _____ Time of Event: _____

Total Number Expected: _____ Nature of Program/Event: _____

Caterer/Phone: _____

License information

Please check the appropriate box for the type of Virginia Department of Alcoholic Beverage Control license being submitted.

Banquet (One-Day) License

Caterer's ABC License

The license from the Virginia Department of Alcoholic Beverage Control must be presented to the facility at least fourteen (14) days prior to the event.

Signature of Applicant: _____

Office Use Only

Date Application Received: _____

License #: _____ Type: _____

Comments: _____

Application to use alcohol is Approved Denied

Reason for denial: _____

Signature of Site Manager: _____