

Social Affairs Permits

Any events involving the sale or distribution of alcoholic beverages must first be approved by the Parish, and a Social Affairs Permit application must be completed in accordance with the state guidelines.

It is the responsibility of individuals/organizations conducting a special event on behalf of St. Benedict Catholic Church and School (SBCCS) at which alcoholic beverages will be sold / served to be fully aware of and compliant with all SBCCS guidelines and applicable State and Local laws and regulations.

Application Preparation

The Social Affairs Permit application is available on the Licenses web page on the parish website at <https://parish.stbenedicholmdel.org/secure/documents/2016/12/Social%20Affair%20Permit%20Application.pdf> and the Division of Alcoholic Beverage Control (ABC) website at http://www.nj.gov/oag/abc/downloads/social_affair_permit.pdf.

In order to allow adequate time for internal application review and sign off, and Town and State processing, the application process should begin at least six to eight (6-8) weeks in advance of when print advertising and ticket printing/ sales are expected to commence. Note that an approved Social Affairs Permit number must be obtained from the Division of Alcoholic Beverage Control BEFORE any advertising and ticket printing/sales can begin...that number must be included on all copy including but not limited to invitations, tickets, advertisements, press releases, posters, flyers or other promotional information, regardless of the media (i.e. hard copy, electronic, etc.).

Questions regarding completion of the Application form should be directed to the designated License person, currently Lori Ulrich (ulrich@stbenedictnj.org). All completed applications must be directed to the above named designee PRIOR to signature and submission. Once this individual has reviewed and approved, the application must be taken to the SBCCS Parish Office for sign-off by the Pastor. Applications will not be signed by him unless reviewed in advance as noted above. Once approved and signed, a copy of the application should be directed to the Parish Business Manager and a copy should be retained for the sponsoring organization's records.

Application Submission

The original completed application must be submitted, in person, to the Chief of Police of the municipality in which the event will be held for review and approval.

Once the Chief has signed, the application must be taken to the Township Clerk of that municipality for his/her signature.

Once all signatures have been obtained, the form must be mailed to the ABC (address located on top of first page) together with a check for \$100 payable to the Division of Alcoholic Beverage Control.

Permit will be mailed to SBCCS approximately three (3) weeks later. Do NOT include a personal/ home mailing address on the application. All permits must be mailed directly to SBCCS, Attn. Lori Ulrich, Parish Office, 165 Bethany Road, Holmdel, NJ 07733.

Permit

As soon as the Social Affairs Permit is received, a copy should be submitted to the Parish Business Manager.

As noted above, ALL flyers, forms, posters, tickets, etc. which reference the availability of alcoholic beverages MUST include the Social Affairs Permit # (SA #); this applies to all copy regardless of the media (i.e., hard copy, electronic, etc.)

Additionally, the original permit must be displayed at the event in accordance with ABC regulations.