

Town of Paradise Valley  
Special Event Liquor License  
Cover Letter

This cover letter is supplemental to the Special Event Liquor License for Benchmark PTO, a non-profit 501(c)(3) charitable organization.

The proposed event will be held at a private home located at 5022 E Cotton Tail Run Road in Paradise Valley. The event will be held the evening of Saturday, September 24, 2016, from 6:30pm until 11:00pm. Liquor service will end at 10:30pm.

The purpose of this event is to raise funds for Benchmark PTO, a charitable organization that supports Benchmark Preschool and Elementary School.

Enclosed with the application is a copy of the blueprint of the home. One the blueprint, we have indicated that we will be checking in guests at the front door and checking ID at that time. The home is accessible by one direct driveway and is somewhat isolated from other homes. The home is situated on a hillside making it impractical to approach the home from any alternate approach. It is highly unlikely that anyone other than invited guests, approaching through the main drive and coming through the front door, could access this event. Once guests have checked in and provided ID verifying that they are 21 years of age or older, they will be provided with a wrist band. Once inside the event, guests will have access to two bars, one on each floor of the home. Both bars will be staffed by professional, licensed bartenders. Both bars will provide beer, wine, and mixed drinks.

Closed containers of alcohol may be included in some raffle prizes. These prizes will not be provided to guests until the end of the night. Closed containers in raffle prizes will not be permitted to be opened on site. This will be enforced by passing out the prizes at the end of the evening, as people are leaving, and informing them that they must wait to open the containers.

In addition to these precautions to ensure compliance with State laws relating to liquor sales, we will be hiring an off-duty Phoenix police officer to provide additional security.