



Providing Alcoholic Beverages at Your Special Event

Timeline, Guidelines, and Review Processes

The following is a recommended timeline for an event organizer when providing alcoholic beverages at an event. Think “earlier is better” when you decide to provide alcoholic beverages. This allows City staff the time to work on solutions to any unexpected problems before your special event.

Generally, if the event date is “X”, then;

- X + 40 days – Resolutions considered by the City Council during a regular meeting if the event is on City property and if the event location is within the 300 foot church/school distance restriction
- X + 50 days – City Attorney’s Office submits Resolution(s) through the City’s process, if the event is on City property and if the event location is within the 300 foot church/school distance restriction
- X + 90 days – The alcoholic beverage vendor submits the appropriate permit application to the City Attorney’s office for review
- X + 120 days – Procure your alcoholic beverages vendor. Call the City Attorney’s office to determine whether or not the matter will need to be brought before the City Council and at which meeting, with a suggested submittal deadline.

Example: An event to be held on July 4 which includes alcoholic beverages:

- ✓ *By early March – Contact your preferred licensed alcoholic beverages vendor.*
- ✓ *By early April – Your licensed alcoholic beverages vendor submits the appropriate permit application(s) to the City Attorney’s office for review, discussion and further processing.*
- ✓ *By mid-May – The appropriate permit application(s) will be or has been considered by the City Council if your event is on City property; or, if on private property it will be or has been processed through the City Manager’s office.*
- ✓ *By late May – Your licensed alcoholic beverages vendor submits the completed permit application(s) to Alcohol & Gaming for review and issuance of the permit(s) for your event. Note that Alcohol & Gaming requires that the permit application be received at least 10 days before the event.*

Questions may be directed to:

- Las Cruces City Attorney’s office at 575-541-2128
- State Alcohol and Gaming in Santa Fe at 505-476-4875
- State Alcohol and Gaming on the Web – <http://www.rld.state.nm.us/alcoholandgaming/>

NOTE: The Alcohol and Gaming Division of the New Mexico Regulation and Licensing Department issues all alcoholic beverage permits. The City of Las Cruces reviews and recommends approval of alcoholic beverage permits. Additionally, the City Council considers all requests to hold such events on City property as well as waivers to the State’s 300 foot church/school distance restriction, per N.M.S.A 1978 § 60-6B-10.