APPLICATION FOR TEMPORARY BEER / WINE PERMIT

State Form 35494 (R6 / 10-06)

Approved by State Board of Accounts 1996

FOR ATC USE ONLY
Type of permit **118**
Amount received
Permit number **TM**

INSTRUCTIONS:

1. *You must attach floor plan*
2. *You must obtain authority from local officials.*

STEP 1. MAILING INSTRUCTIONS
Return permit to :
Address (*number and street*)
City, ZIP code
Telephone number

STEP 2. GENERAL INFORMATION	
Name of applicant (*organization, club, corporation, individual*)	
Name of person making application	
Address of applicant (*number and street, city, state, ZIP code*)	
County of event	Telephone number of person making application
Date(s) (*month, day, year*) From:	To and including:
Hours of event From: ☐ AM ☐ PM	To: ☐ AM ☐ PM
Exact address of event (*number and street, city, state, ZIP code*)	Jurisdiction (*town, city, county name*)

STEP 3. EVENT INFORMATION		
1. State the name of person in charge (*in case of emergency*)	Telephone number 1	Telephone number 2
2. Is the event open to the public? ☐ Yes ☐ No		
3. Has the applicant or any partner or any officer ever been convicted of a felony, misdemeanor, or a violation of the ATC laws? ☐ Yes ☐ No		
If yes, explain:		
4. How many persons can you expect in daily attendance? Security provided ☐ Yes ☐ No If yes, name of security _____		
5. Name of event: ☐ Not-for-profit ☐ For profit		
6. Is the applicant, partnership, or corporation the holder of any kind of Indiana alcoholic beverage permit?		
If Yes, state: ☐ Yes ☐ No		
a. type of permit	b. permit number	
c. name on permit		

STEP 4. ACKNOWLEDGEMENT

In order to qualify for a temporary permit, the following guidelines must be met:

1. There must be a **well defined premises**, i.e. building, tent, enclosure, or fenced-in or designated area.
2. You **must** submit a floor flan or diagram (8 1/2 x 11) showing either a beer garden / bar room (*for adults only*) or beer garden / bar room and family area (*for families to consume food*). All alcoholic beverages **must** be dispensed from the beer garden / bar room. Minors will be allowed in the family area with a parent or guardian to consume food.
3. There shall be **NO** carry-out privileges, **NO** carry-in privileges, and **NO** spirituous beverages allowed.
4. Each applicant must designate an individual to be responsible for the event and such person must sign the application.
5. **ANY** and **ALL** persons dispensing or selling, or accepting payment for alcoholic beverages **MUST POSSESS** a valid ATC employee permit.
6. The event must meet applicable Board of Health requirements, particularly with regard to restroom facilities.
7. Legal hours of dispensing alcoholic beverages (*Prevailing time*)
   Monday through Saturday -- 7a.m. to 3 a.m. the following day
   Sunday -- 10:00 a.m. to 12:30 a.m. the following day
8. Applicant **must** file with the ATC at least 15 days prior to the event. Failure to comply is grounds for denial.
9. The temporary permit must be posted in the most conspicuous place at the location of the event. An excise officer or commissioner, for good cause, has the authority to revoke a temporary permit during the event.

The applicant, swears or affirms under penalties of perjury that the information in this application is true and accurate. The applicant also acknowledges the following:

Initial

_____ It is a crime to drive with a blood-alcohol content of .08.

_____ It is a class B Misdemeanor, punishable by up to 6 months in jail and a $1,000 fine for knowingly serving an intoxicated person.

_____ That an excise officer may enter, inspect, and search your premises without a warrant and you must produce your permit on demand.

_____ That an excise officer may, for good cause, revoke a temporary permit during the event.

Signature	Date (*month, day, year*)

STEP 5. COMMUNITY CLEARANCE

SIGNATURES MUST BE RECEIVED IN ORDER LISTED

Before the Commission will consider the issuance of such temporary alcoholic beverage permit, the following signatures of the law enforcement officials of the community shall be obtained:

We, the undersigned, hereby do not object to the issuance of a temporary alcoholic beverage permit to:

1. Signature of Sheriff of county, Chief of Police, or Town Marshall of jurisdiction where event will be held	Date signed
2. Signature of the mayor (if the event is held in Ft. Wayne)	Date signed
3. Signature of Excise Police representative	Date signed

STEP 6. COST OF PERMITS

1. ALL EVENTS ARE $50.00 PER DAY.
2. SERVING PAST MIDNIGHT, NO LATER THAN 3 A.M., IS ONE DAY.
3. **NO RAIN CHECKS ON ANY OF THE ABOVE EVENTS.**

The fee must be paid by business check, money order, certified check or cashiers check. Cash will only be accepted if the application is hand-delivered to the ATC in Indianapolis.

RETURN COMPLETED APPLICATION AND PROPER FEE TO THE LOCAL EXCISE OFFICE AT LEAST 15 DAYS PRIOR TO EVENT
INFORMATION ON HOW TO CONTACT YOUR LOCAL EXCISE OFFICE CAN BE FOUND AT http://www.in.gov/isep