

## **TEMPORARY BEER & WINE PERMIT APPLICATION INSTRUCTIONS:**

The completed application form (State Form 35494) must be submitted to the appropriate Excise District Office *at least* five (5) days prior to the temporary event. **FAILURE TO DO SO WILL RESULT IN DENIAL OF THE APPLICATION.** If the event is within the next five (5) days, you may choose to seek the services of a licensed supplemental caterer. You can instructions for searching for a supplemental caterer [here](#).

Temporary permits are available for beer and wine only (no liquor). If you want to have liquor served at your event, you must have a licensed alcoholic beverage caterer. A temporary permit is valid for on premises consumption only. Carry-out sales are not permitted, and individuals are not permitted to bring alcoholic beverages into a temporary event.

The fee is fifty dollars (\$50) per day. The fee must be paid by business check, money order, certified check or cashier's check.

In order to receive a temporary permit, you must submit the following:

- A completed application containing all required signatures (see below)
- A copy of the floor plan for the temporary event (must be completed on the application or attached to the application on an 8.5" x 11" paper, and if minors are to be present, there must be defined separation between the family room/dining area and the bar area.)
- Payment in full

Required Signatures in **Marion County** only: (Obtain in the order listed)

- The signature of the chief law enforcement officer for the agency who has jurisdiction over the area where the event is to be held. The Indianapolis Metropolitan Police Department's signature can be obtained at the roll call site that oversees the area where your function is being held. Please call (317) 327-3811 for information about the exact location.
- The signature of an Excise Police Officer located at 6400 E. 30th Street, Indianapolis. Please call 317-541-4100 for additional information. (THIS SIGNATURE MUST BE OBTAINED LAST)

Required Signatures in **Fort Wayne**: (Obtained in order listed)

- The signature of local law enforcement who has jurisdiction over the area where the event is to be held.
- The signature of the mayor of Fort Wayne. The mayor has fourteen (14) days to rule on the request.
- The signature of an Excise Police Officer who has jurisdiction over the location. (THIS SIGNATURE MUST BE OBTAINED LAST)

Required Signatures in all other counties/jurisdictions: (Obtain in the order listed)

- The signature of local law enforcement who has jurisdiction over the area where the event is to be held.

- The signature of an Excise Police Officer who has jurisdiction over the location. (THIS SIGNATURE MUST BE OBTAINED LAST)

NOTE: If the event will be held in a town park in a town with a population of less than 10,000 people, prior approval must be received from the Town Council. The Town Council has thirty (30) days to rule on the request.

You must have individuals (at least 21 years of age) who are licensed servers and bartenders to serve at the temporary event. Temporary employee permits are available that can only be used during the temporary function.

The completed application must be submitted to the local Excise office at least fifteen (15) days prior to the event. If you do not know the local Excise district for your event, you can obtain this information from our website. An Excise Officer reserves the right to hold the application for review if necessary.

Once the application is approved and processed at the district, you will receive an official temporary permit approval letter. Please display the temporary permit approval letter at your event. A temporary permit may be revoked for good cause.

If you have any questions, please contact your [local Excise district](#) for more information.