



INFORMATION AND INSTRUCTIONS FOR CATERING CERTIFICATE APPLICATIONS

L-CC-I
(01/2018)

INSTRUCTIONS:

- This application must be submitted **at least 10 calendar days prior to the catered event**. Some areas require application approval from state and local officials and therefore may need additional time. Contact your local office as soon as possible to ensure ample time to process your application. You may submit your application to your local office by email, fax, otherwise, please submit your application in person to your local office.
- The exact street address with suite number, name of building, and description or block number must be indicated on the application.
- A property owner of the location of the catered event must submit a letter stating the permit holder is authorized to sell alcoholic beverages on that property. This letter must include a contact name and telephone number, the exact location, date, and time of the event.
- Your event may require additional approvals from the local community, diagrams/site maps and any agreements/contracts for the event. Contact your local TABC office before submission.
- Make two copies of your application. Keep a copy for your record and submit one to your local TABC Office along with (if applicable):
 - letter from the property owner,
 - sponsorship agreements
 - diagram or site map, and
 - * additional documentation may be required to determine qualification
- Authorized representatives may submit and sign catering certificate application **if** form L-AR has been filed by the License/Permit holder.

Regulations for All Catering Certificates

- Permit holder must have control of all phases of the sale and service of alcohol. This includes but is not limited to: brands, pricing, inventory purchase, sales, records, transportation, storage, hours of operation and employees or volunteers.
- All profits from the sale/service of alcoholic beverages must go to the permit holder.
- Remaining inventory of alcoholic beverages after the expiration of the catering certificate must return to the primary permit holder.
- Your catering certificate must cover the time of your receipt of the alcohol as well as its storage. Alcohol for the event may not be stored anywhere but the catered event licensed premise.
- It is the applicant's responsibility to verify and adhere to all state and local laws, ordinances and local forms/applications. Contact your local Comptroller of Public Accounts Office for information concerning your submission of state sales and gross receipt taxes responsibility.
- For further information on instructions contact your local TABC office or visit us at www.TABC.texas.gov

COMPLETING FORM L-CC

CURRENT MIXED BEVERAGE PERMIT INFORMATION

Question 1: Current/Active Mixed Beverage Permit No.

- Enter your current/active mixed beverage permit number.

Question 2: Trade Name of Current/Active Mixed Beverage (MB/RM) Permit:

- Enter the trade name of your current active mixed beverage permit.

CATERING LOCATION INFORMATION

Question 3: Description of Catered Event Address: (Ex: Name of Public Park or Name of Event Venue.)

- Enter a detailed description of the catered event address.
- Examples:
 - Bob Bullock Museum
 - Zilker Park
 - Event venue name
 - Smith Residence

Question 4: Catered Event Address

- Enter the catered event address including suite, booth or room name/number.

Question 5: City, County, State and Zip Code

- Enter the city, county, state and zip code of the catered event.

Question 6: Catering Event Date(s) & Time(s) Requested:

Note: Dates and times should include delivery and/or storage of alcohol.

- Enter the date(s) and time(s) of the catered event. These dates and times must include the receipt of the alcohol as well as its storage.
- Example:
 - Delivery of alcohol is Friday 05/12/2017 at 2pm. Catered event is Saturday 05/13/2017 from 4pm-1am.
 - The catered event dates and times for this example are 05/12/2017 - 05/14/2017, 2pm-1am.

Question 7: Provide a detailed description of catered event

- Enter the description of the catered event
- Examples:
 - Wedding event for Mr. & Mrs. Smith
 - Big and Fun Festival 2017
 - Jones Retirement party
 - ABCD Reception and private dinner

Question 8: Will the catering certificate embrace the entire building, grounds or suite at the event address shown?

- Enter "YES," if the catering certificate will embrace the event address indicated in question 5.
- If "NO," attach a diagram of the event premise.

Question 9: Does this event involve sponsorship from an upper tier License/Permit holder? (Manufacturer, Brewer, Distillery, Winery, Wholesaler and/or Distributor)

- If the event does involve the sponsorship of an upper tier License/Permit holder indicate the name of the upper tier License/Permit holder(s) and provide a copy of the sponsorship agreements with your application.

Question 10: Have you confirmed and obtained all necessary permissions, permits and/or approvals from your city and/or county that may be required for your event?

- Ensure you have obtained **ALL** necessary permissions, permits and/or approvals from your city and/or county before submission of your catering certificate. Contact your local TABC office to inquire/obtain any additional required forms.
- If you have not obtained all necessary permissions explain.
- Example:
 - Additional permissions are not required

Question 11: Have you obtained permission to sell alcohol from the owner of premise?

- Enter **"YES,"** if you have obtained permission to sell alcohol from the owner of premise **AND** attach a copy of the letter from the property owner.
- If **"NO,"** explain.
 - Example:
 - I own the property and give consent.

Question 12: Is this request being made for a location with a pending original application?

- Enter **"YES,"** if the catering certificate is being made for a location with a pending original application.
- If **"NO,"** proceed to question 13.

Is a 60 sign posted?

 - Enter **"YES,"** if a 60 days sign is posted.
 - If **"NO,"** proceed to question 13.

CONTACT INFORMATION

Question 13: Name

- Enter name of requestor.

Question 14: Signature

- The signature of the requestor.

Question 15: Title

- Enter the title of the requestor.

Question 15: Phone No.

- Enter phone number of the requestor.

Question 17: Email Address

- Enter the email address of the requestor.

Question 18: Date

- Enter the date the form was completed.



CATERING CERTIFICATE REQUEST

L-CC
(12/2017)

The Catering Certificate authorizes the holder of a Caterer's Permit to sell mixed beverages on a temporary basis at a place other than the premises for which the holder's Mixed Beverage Permit is issued. The Catering Certificate may not be issued for more than ten (10) consecutive days, counting the day of the first catered event. Refer to Rule 33.12. Additional information such as a letter from the property owner, diagram, site plan, etc., may be required to process your request. Ensure you have obtained **ALL** necessary permissions, permits and/or approvals from your city and/or county **before submission** of your catering certificate. Contact your local TABC office to inquire/obtain any additional required forms. **A CATERING CERTIFICATE REQUEST MUST BE SUBMITTED AT LEAST 10 CALENDAR DAYS PRIOR TO THE CATERED EVENT.**

CURRENT MIXED BEVERAGE PERMIT INFORMATION

1. Current/Active Mixed Beverage Permit No. (MB/RM):	2. Trade Name of Current/Active Mixed Beverage (MB/RM) Permit:
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CATERING LOCATION INFORMATION

(A Catering Certificate may only be issued to an area wet for Mixed Beverages. Sec.31.01)

3. Description of Catered Event Address: (Ex: Name of Public Park or Name of Event Venue.)			
4. Catered Event Address:			
5. City:	County:	State:	Zip Code:
6. Catering Event Date(s) & Time(s) Requested: Note: Dates and times should include delivery and/or storage of alcohol.			
From:		To:	
From the hours of:	AM PM	To:	AM PM
7. Provide a detailed description of catered event:			
8. Will the catering certificate embrace the entire building, grounds or suite at the event address shown? YES <input type="checkbox"/> NO <input type="checkbox"/> If "NO," attach a diagram of the event premise.			
9. Does this event involve sponsorship from an upper tier License/Permit holder? (Manufacturer, Brewer, Distillery, Winery, Wholesaler and/or Distributor) YES <input type="checkbox"/> NO <input type="checkbox"/> If "YES," Name of upper tier License/Permit holder(s):			
10. Have you confirmed and obtained all necessary permissions, permits and/or approvals from your city and/or county that may be required for your event? YES <input type="checkbox"/> NO <input type="checkbox"/> If "NO," explain			
11. Have you obtained permission to sell alcohol from the owner of premise? YES <input type="checkbox"/> NO <input type="checkbox"/> If "YES," Attach Copy. If "NO," Explain.			
12. Is this request being made for a location with a pending original application? YES <input type="checkbox"/> NO <input type="checkbox"/> If "YES," is a 60 day sign posted? YES <input type="checkbox"/> NO <input type="checkbox"/>			

CONTACT INFORMATION

(Officer, Owner or Authorized Representative)

13. Name	14. Signature
15. Title	16. Phone No.:
17. Email Address:	18. Date:



AUTHORIZED REPRESENTATIVE FOR CATERING CERTIFICATE

L-AR
(01/2018)

I, _____, the license/permit holder of Mixed Beverage
 Permit number (MB/RM) _____,
 with a Catering Permit (CB), Trade Name _____
 _____ State this/these individual(s), _____

has/have the authority to sign catering certificate requests on my behalf. The authority of this/these individual(s) shall remain in effect until indicated in writing the individual(s) no longer has/have the authority to make such request.

_____ Signature of License/Permit Holder	_____ Date
_____ Title	_____ Phone Number
_____ Email Address of License/Permit Holder	

INSTRUCTIONS

1. The permit holder of the mixed beverage permit with caterer permit must complete this form and submit it to their local TABC office.
2. The permit holder designates an individual(s) as an authorized representative(s) who may then submit and obtain catering certificates on behalf of the permit holder.
3. An updated authorized representative form (L-AR) must be submitted to the commission if there is a change in representation.