



## INFORMATION AND INSTRUCTIONS FOR TEMPORARY APPLICATIONS

### INSTRUCTIONS:

- To avoid processing delays this application should be submitted a **minimum of 10 calendar days** prior to the 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 or fax and mail your payment if time allows; otherwise, please submit your application and payment in person to your local office. Temporary permits may not be issued until payment is received.
- 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 temporary event must submit a letter stating the permit holder is authorized to sell alcoholic beverages on that property. This letter must provide a contact name and telephone number, the exact location, date, and time of the event.
- Be prepared to provide diagrams/site maps and any agreements/contracts involving the event. Be advised your event may require additional approvals from the local community. For these requirements, diagrams and approval of any alcoholic beverage sponsorship agreements, contact your local TABC office.
- Make two copies of your application. Keep a copy for your records. Submit the original and one copy to your local TABC Office along with:
  - letter from the property owner,
  - sponsorship agreements
  - diagram or site map, and
  - inventory list of alcoholic beverages to be auctioned. *If applying for a temporary auction permit (CA)*
  - correct permit fee and surcharge in the form of a cashier's check, money order, or firm check from corporate permittee payable to the Comptroller of Public Accounts.
  - additional documentation may be required to determine qualification.

### Regulations For All Temporary Permits

- 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 temporary permit holder.
- Remaining inventory of alcoholic beverages after the expiration of the permit may be sold with the permission of the TABC; or it must be distributed back to the members of the organization. Certain exemptions may apply, ask your local TABC office. For permission to sell after the expiration of the permit, submit a written request with an inventory to your local TABC office.
- Your temporary permit 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 temporary licensed premise.
- It is the applicant's responsibility to verify and adhere to all local ordinances, local forms/applications and their approval as well as adherence to all local ordinances and state laws. Be advised you may be responsible for the collection and submission of state sales and gross receipt taxes. Contact your local Comptroller of Public Accounts Office for information.
- No donated alcohol may be sold unless under the authority of a Temporary Auction Permit.
- Alcohol must be purchased from a license/permit holder appropriate for your permit type. Refer to chart below.

Who to Purchase From	License/Permit Types				
	TB	TN	HP	SB	CA
Wholesaler's (W) Local Class B Wholesaler's (LX) General Class B Wholesaler's (X)	Ale & Wine	Ale	Ale & Wine	Ale & Wine	Organization may not purchase product – all alcohol must be donated. Must provide list of products donated and product sources at time of application
General Distributor's (BB) Branch Distributor's (BC) Local Distributor's (BD)	Beer	Beer	Beer	Beer	
Package Store (P) with Local Distributor (LP)	Ale, Beer, Spirits, & Wine	Ale, Beer, Spirits & Wine	None	None	
Winery (G)	Wine	Wine	Wine	Wine	
Brewer's (B) with Brewer's Self-Distribution (DA)	Ale	Ale	Ale	Ale	
Wine and Beer Retailer's (BG) with Brew Pub (BP)	Ale & Beer	Ale & Beer	Ale & Beer	Ale & Beer	
Manufacturer's (BA) with Manufacturer's Self-Distribution (DB)	Beer	Beer	Beer	Beer	
<b>Note:</b> Alcohol may <b>NOT</b> be obtained from another retailer such as a convenience store, big box discount store or grocery store.					

### Descriptions of temporary permits

**DAILY TEMPORARY MIXED BEVERAGE PERMIT - TB** Permit authorizes the sale of mixed beverages for consumption on the premises for which the permit is issued and may be issued only to the holder of a *Mixed Beverage Permit (MB)* for a picnic, celebration or similar event. The permit may also be issued to a political party or political association supporting a candidate for public office or a proposed amendment to the Texas Constitution or other ballot measure, to an organization formed for a specific charitable or civic purpose, to a fraternal organization in existence for over five years with a regular membership, or to a religious organization. If issued to an organization, that organization may not hold more than 10 temporary permits in a calendar year. The fee is \$50 with a surcharge of \$201.

**DAILY TEMPORARY PRIVATE CLUB PERMIT- TN** Permit authorizes the service of alcoholic beverages for consumption on the premises for which the permit is issued and may be issued only to the holder of a *Private Club Registration Permit (N)*, *Private Club Wine and Beer Permit (NB)*, *Private Club Exemption Certificate Permit (NE)*, or to a *Nonprofit Corporation* for a location in the same county where the permit or corporation is located. It may only be issued for a picnic, celebration, or similar event sponsored by a political party or association supporting a candidate for public office or proposed amendment or a charitable or civic organization or fraternal organization with a regular membership in existence more than five years, a religious organization, or for a fund raising event for a nonprofit corporation. No more than two daily temporary private club permits may be issued to the private club permittee in each calendar year for events sponsored by the same party, association, or organization. A nonprofit corporation may be issued only one daily temporary private club permit in each calendar year. The event may not last longer than eight hours. It may only be issued in the county where the nonprofit corporation is located. The fee is \$50 with a surcharge of \$226.

**TEMPORARY WINE AND BEER RETAILER'S PERMIT – BH or HP** The holder of a temporary wine and beer retailer's permit may sell to the ultimate consumer for consumption on or off the premises, beer, malt liquors, and wine containing alcohol in excess of one half of one percent (1/2 of 1%) by volume but not more than 14 percent or 17 percent by volume (depending on type of local-option election). A temporary wine and beer permit may be issued for a period not to exceed four days and shall be issued only for a picnic, celebration or similar event. The permit may be issued only to a *Wine and Beer Retailer's Permit* or *Mixed Beverage Permit* or to a nonprofit historic preservation organization that has been in existence for at least 30 years. (HP Code is used if permit is issued to a nonprofit historic preservation organization.) The fee is \$30 with a surcharge of \$201.

**SPECIAL THREE-DAY WINE AND BEER PERMIT - SB** Authorizes the holder to sell to the ultimate consumer for the on-premises consumption of wine, beer and malt liquor containing alcohol in excess of one-half of one percent (1/2 of 1%) by volume but not more than 14 percent or 17 percent (depending on type of local-option election) by volume. A *Special Three-Day Wine and Beer Permit* may be issued to a nonprofit charitable, civic, or religious organization for the temporary serving of wine and beer at a picnic, celebration, or similar event sponsored by that organization. The fee is \$30 with a surcharge of \$201.

**TEMPORARY AUCTION PERMIT - CA** Authorizes the holder to conduct an auction where the sale of the type of alcoholic beverage to be auctioned is authorized by a local-option election. The permit may be issued only to an organization exempt by an I.R.S. 501(c)(3) or a political action committee (PAC). The permit may be issued for a maximum of five days. The fee is \$25.

For further information or instructions contact your local TABC office or visit us at [www.TABC.texas.gov](http://www.TABC.texas.gov)



# TEMPORARY APPLICATION FOR CURRENT TABC LICENSE/PERMIT HOLDERS

<b>TABC Use Only</b>	<b>TB -</b>	<b>TN -</b>	<b>BH -</b>
			Registry No. _____

## APPLICANTS WITH CURRENT LICENSE/PERMIT

<b>1.</b>	TABC License/Permit No.:	Do you hold a late hours (LB, BL or NL)	Yes	No
<b>2.</b>	Trade Name:			
<b>3.</b>	Application for: TB – Daily Temporary Mixed Beverage – 1 Day	\$251	Total Due	
	TN – Daily Temporary Private Club Permit – 1 Day	\$276	Total Due	
	BH – Temporary Beer and Wine Retailer’s Permit	\$231	Total Due	
<b>4.</b>	Temporary Date(s) & Time(s) Requested: <b>NOTE:</b> Date and times should include delivery and/or storage of alcohol.			
	TB/TN Date: _____  (Day 1) Hours of Event: Start_____ End_____	BH Date: _____ to _____ (Maximum 4 days) (Day 1) Hours of Event: Start_____ End_____                 (Day 2) Hours of Event: Start_____ End_____                 (Day 3) Hours of Event: Start_____ End_____                 (Day 4) Hours of Event: Start_____ End_____		
<b>5.</b>	Description of Event Address: (Ex: Parking Lot, North Side of Park, Booth No., etc. <b>Note:</b> Site map required.)			
<b>6.</b>	Event Address:			
	City	County	Zip Code	
<b>7.</b>	Description of Event:			
<b>8.</b>	Who is the primary organizer (company/business) of this event?			
<b>9.</b>	Does this event involve a promoter?    Yes    No If “YES,” Name of Promoter:			
<b>10.</b>	Does this event involve sponsorship from an upper tier License/Permit holder? (Manufacturer, Brewer, Distillery, Winery, Wholesaler and/or Distributor)    Yes    No If “YES,” Name of upper tier License/Permit holder(s):			
<b>11.</b>	What is the approximate number of attendees planned for the event?			
<b>12.</b>	Have you confirmed and obtained all necessary permissions, permits and/or approvals from your city and county that may be required for your event?    Yes    No    N/A    If “N/A,” explain			
<b>13.</b>	Have you obtained permission to sell alcohol from the owner of premise?    Yes    No If “YES,” <b>Attach Copy.</b> If “NO,” Explain.			

14. Other than the permission to sell alcohol on this property (question 13), do you have any other contracts and/or agreements dealing with alcohol for this event? **Yes No** If **“YES,” Attach Copy.**

15. Name of Contact for this Application: \_\_\_\_\_ Position/Title: \_\_\_\_\_

Contact Phone No.: \_\_\_\_\_ Contact Email Address: \_\_\_\_\_

**TN – DAILY TEMPORARY PRIVATE CLUB PERMIT ONLY**

16. Indicate the type of organization sponsoring the event.

Political party or association supporting a candidate for public office or a proposed amendment.

Organization formed for specific charitable or civic purpose

Fraternal organization in existence over 5 years with regular membership.

Religious organization.

Non-Profit Corporation, Fundraiser less than 8 hours in same County. **Note:** Fundraiser must be for 8 hours or less.

16A Sponsoring/Organization/Corporation Name: \_\_\_\_\_ 16B Federal Employer’s ID # (FEIN): \_\_\_\_\_

16C State the number of Daily Temporary Private Club Permits issued to the above organization beginning January 1 of the current year. \_\_\_\_\_

**Note:** The commission shall not issue more than **two** Daily Temporary Private Club Permits (TN) in a calendar year for events sponsored by the same political party.

**TB - DAILY TEMPORARY MIXED BEVERAGE PERMIT AND  
BH - TEMPORARY BEER AND WINE RETAILER’S PERMIT ONLY**

17. Have you confirmed the event location address is wet for the sale of alcoholic beverages for which you are applying for in this application? **Yes No** This **must** be confirmed with the County Clerk.

**WARNING:** Section 101.69 of the Texas Alcoholic Beverage Code states: "...a person who makes a false statement or false representation in an application for a permit or license or in a statement, report, or other instrument to be filed with the Commission and required to be sworn commits an offense punishable by imprisonment in the Texas Department of Criminal Justice for not less than 2 nor more than 10 years."

<p><b>WARNING AND SIGNATURE</b> (MUST BE FROM AN AUTHORIZED INDIVIDUAL)</p>	<b>IF APPLICANT IS SHOWN AS:</b>	<b>WHO MUST SIGN:</b>
	Proprietorship	Individual Owner
	Partnership	Partner
	Corporation	Officer
	Limited Partnership	General Partner
	Limited Liability Partnership	General Partner
	Limited Liability Company	Officer/Manager

**PRINT NAME** \_\_\_\_\_ **SIGN HERE** \_\_\_\_\_

**TITLE** \_\_\_\_\_

Before me, the undersigned authority, on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the person whose name is signed to the foregoing application personally appeared and, duly sworn by me, states under oath that he or she has read the said application and that all the facts therein set forth are true and correct.

**SIGN HERE** \_\_\_\_\_  
**NOTARY PUBLIC**

**SEAL**