

Please Read All Instructions Prior to Completing the Application

All fees must be received prior to the issuance of the permit. Submit payment in the form of a cashier's check, money order or company check for the correct permit fee, including surcharge made payable to the Comptroller of Public Accounts. **Keep a copy of your application for your records.**

FAILURE To Submit Your Application **10 BUSINESS DAYS PRIOR** To The Event Will Be Subject To Expedited Processing Fees As Follows:

- **\$300** for applications received **9 to 7 business days** prior to the event
- **\$500** for applications received **6 to 4 business days** prior to the event
- **\$900** for applications received **3 to 1 business day(s)** prior to the event

Contact your local office as soon as possible to ensure ample time to process your application.

Additional Items, if applicable.

- letter from the property owner (*must include a contact name and telephone number, the exact location, date, and time of the event*)
- approvals from state and local officials
- sponsorship agreements, diagram or site maps
- additional documentation may be required to determine qualification

Submit your application to your local office in person or by email.

Regional Office Email Addresses:

- Region 1: LubbockCatering@tabc.texas.gov
- Region 2: CateringArlingtonRegion@tabc.texas.gov
- Region 3: CateringHoustonRegion@tabc.texas.gov
- Region 4: CateringAustinRegion@tabc.texas.gov
- Region 5: CateringSanAntonioRegion@tabc.texas.gov

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 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.*** For permission to sell after the expiration date of the permit, a written request including an inventory list, must be submitted 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 **only** be stored at the temporary licensed premise.

- It is the applicant’s responsibility to verify and adhere to all state and local ordinances and local forms/applications. **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.
- Alcohol may **NOT** be obtained from another retailer such as a convenience store, big box discount store or grocery store.
- **All** alcohol must be purchased from the appropriate manufacturer or distributor. *Refer to chart below.*

WHO TO PURCHASE FROM	TB	TN	HP
Wholesaler’s (W) Local Class B Wholesaler’s (LX) General Class B Wholesaler’s (X)	Ale & Wine	Ale	Ale & Wine
General Distributor’s (BB) Branch Distributor’s (BC) Local Distributor’s (BD)	Beer	Beer	Beer
Package Store with Local Distributor (LP)	Ale, Beer, Wine & Spirits	Ale, Beer, Wine & Spirits	None
Winery (G)	Wine	Wine	Wine
Brewer’s (B) with Brewer’s Self-Distribution (DA)	Ale	Ale	Ale
Wine and Beer Retailer’s (BG) with Brew Pub (BP)	Ale & Beer	Ale & Beer	Ale & Beer
Manufacturer (BP) with Manufacturer’s Self-Distribution (DB)	Beer	Beer	Beer

Descriptions of Temporary Permits:

TB - DAILY TEMPORARY MIXED BEVERAGE PERMIT – only issued to the holder of a *Mixed Beverage Permit (MB)* for a picnic, celebration or similar event or to a political party or political association. The fee is \$50 with a surcharge of \$201

TN - DAILY TEMPORARY PRIVATE CLUB PERMIT- only issued 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. The fee is \$50 with a surcharge of \$226.

BH or HP - TEMPORARY WINE AND BEER RETAILER’S PERMIT – only issued 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.

[For further information contact your local TABC office.](#)

COMPLETING FORM L-TEMPA

CURRENT MIXED BEVERAGE PERMIT INFORMATION

Question 1: TABC License/Permit No. / Do you hold a late hour's permit (LB, BL, or NL)

- Enter your TABC License/Permit No.
- Late hours question must be answer 'Yes' or 'No'

Question 2: Trade Name

- Enter the 'doing business as name'

Question 3: Application for:

- Check the appropriate permit for which you are applying

Question 4: Temporary Date(s) and Time(s)

- Enter the date(s) and times for each day, include delivery and/storage.

Example:

- Delivery of alcohol is Friday 05/12/2017 at 2pm. Event is Saturday 05/13/2017 from 4pm-1am.
- The event dates and times for this example are 05/12/2017 - 05/14/2017, 2pm-1am.

Question 5: Description of Event Address

- Enter a detailed description of the event address, *see example*.

Question 6: Event Address

- Enter the address where the event will be held, including city, county and zip code

Question 7: Description of Event

- Provide a brief description of the event

Question 8: Who is the primary organizer (company/business) of this event?

- Enter name of organizer or company/business name

Question 9: Does this event involve a promoter?

- Must be answered
- If yes, provide the name of the promoter

Question 10: Does this event involve sponsorship from an upper tier license/permit holder (manufacturer, brewer, distillery or winery)

- Must be answered
- If 'Yes', provide the name of the upper tier license/permit holder

Question 11: What is the approximate number of attendees planned for the event?

- Enter approximate number of attendees

Question 12: Have you confirmed and obtained all necessary permissions, permits and/or approvals from your city and county that may be required for your event?

- Must be answered
- Must provide explanation if 'No' or N/A

CONTACT INFORMATION

Question 13: Have you obtained permission to sell alcohol from the owner of premise

- Must be answered
- Must provide a letter from property owner

Question 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?

- If 'Yes', must attach

Question 15: Name of Contact for this application

- Enter name, title, phone number and email address of contact person

FOR TEMPORARY PRIVATE CLUB PERMITS ONLY - TN

Question 16: Indicate the type of organization sponsoring the event.

- Check the appropriate box.

Question 16A: Sponsoring/Organization/Corporation Name:

- Enter name of sponsor/organization or corporation name

Question 16B: Federal Employer's ID # (FEIN)

- Enter the FEIN for the organization shown in 16A

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

- Enter number of temporaries issued to organization shown in 16A

FOR DAILY TEMPORARY MIXED BEVERAGE PERMIT AND TEMPORARY BEER AND WINE RETAILER'S PERMIT ONLY - BH

Question 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?

- Must be answered 'Yes' and **must** be confirmed with the County Clerk.

Application must be signed before a notary and notary must affix their seal.



TEMPORARY APPLICATION FOR CURRENT TABC LICENSE/PERMIT HOLDERS

TABC Use Only	TB -	TN -	BH -
			Registry No.

APPLICANTS WITH CURRENT LICENSE/PERMIT

1.	TABC License/Permit No.:	Do you hold a late hours (LB, BL or NL)	Yes	No
2.	Trade Name:			
3.	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	
4.	Temporary Date(s) & Time(s) Requested: NOTE: 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_____		
5.	Description of Event Address: (Ex: Parking Lot, North Side of Park, Booth No., etc. Note: Site map required.)			
6.	Event Address:			
	City	County	Zip Code	
7.	Description of Event:			
8.	Who is the primary organizer (company/business) of this event?			
9.	Does this event involve a promoter? Yes No If “YES,” Name of Promoter:			
10.	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):			
11.	What is the approximate number of attendees planned for the event?			
12.	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			
13.	Have you obtained permission to sell alcohol from the owner of premise? Yes No If “YES,” Attach Copy. 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.
Fraternal organization in existence over 5 years with regular membership.
Religious organization.
Organization formed for specific charitable or civic purpose
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.”

WARNING AND SIGNATURE (MUST BE FROM AN AUTHORIZED INDIVIDUAL)	IF APPLICANT IS SHOWN AS:	WHO MUST SIGN:
	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

S E A L