



BEER & WINE AUTHORITY / TYPE 118

State Form 35494
(R6/10-06) Approved by
State Board of Accounts
2014

INSTRUCTIONS:

1. Applicant must complete all requested information.
2. Please type or print clearly.
3. Submit application and payment to the local excise district office.

Send, deliver, or mail to:

| | | | |
|--------------------|---|--------------------|--|
| District #1 | 52422 County Rd 17 Bristol, IN 46507 Phone: 574-264-9480 | District #4 | 651 S. Frontage Rd Seymour, IN 47274 Phone: 812-523-8314 |
| District #2 | 1353 S. Governors Drive Columbia City, IN 46783 Phone: 260-244-4285 | District #5 | 3650 S. US Hwy 41 Vincennes, IN 47591 Phone: 812-882-1292 |
| District #3 | 279 W. County Rd 300 N Crawfordsville, IN 47933 Phone: 765-362-8815 | District #6 | 6400 E. 30th St Indianapolis, IN 46219 Phone: 317-541-4100 |

STEP 1. GENERAL INFORMATION

| | | | |
|--|--|-------------------|---|
| Name of applicant applying for permit. (organization, club, corporation, individual) | | E-Mail | TM Permit # (Issued by ATC) |
| Address (number and street, city, state, ZIP code) | | | |
| Name of person making application. | | Fax Number () | Emergency contact telephone number () |
| Printed name of contact person of event | | Address | Emergency contact telephone number () |

STEP 2. EVENT INFORMATION

| | | | | |
|---|------------|-----------|------------|--|
| Beginning | | Ending | | |
| Day _____ | Date _____ | Day _____ | Date _____ | |
| Times of function: | | AM | AM | |
| Start _____ | PM | End _____ | PM | |
| Type or description of event | | | | |
| Exact address of event (number and street, city, state, ZIP code) | | | | |

STEP 3. FLOOR PLAN (SEE STEP 4, #2)

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STEP 4. ACKNOWLEDGEMENT

In order to qualify for this authority to serve beer & wine, the following guidelines must be met:

1. There must be a well defined premise, i.e. building, tent, enclosure, or fenced-in or designated area.
2. You must have a defined floor plan or diagram. This is to be drawn on Page 1, Step 3 of this application. If minor are to be present you must have a defined separation between the bar area and family area. (Must be on floor plan).
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 shall sign the authority.
5. ANY and ALL persons dispensing 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. If the event is held in a town park, you must have approval from the town board.
8. Legal hours of dispensing alcoholic beverages (Prevailing Time), Monday through Saturday 7am to 3am the following day. Sunday-7am to 3am the following day.
9. Applicant must file with the district office at which the event will be held at least 15 days prior to the event. Failure to comply will be grounds for denial.
10. This authority 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 the authority during the event.

STEP 5. COMMUNITY CLEARANCE

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| 1. Signature of Sheriff, Chief of Police or Town Marshal where the event is to be located. | 2. Signature of Mayor (if event is held in Fort Wayne) |
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Note:
Please post your approved request in a conspicuous place where the alcoholic beverages are being dispensed at the location.
If for any reason this request is denied, you may be notified either in person or by phone.

I swear or affirm under penalties of perjury that the information is true and accurate.

| | |
|--|-------------------------|
| Signature of permittee / agent (Your signature acknowledges that you have read and will abide by the rules and guidelines.) | Date (month, day, year) |
|--|-------------------------|

FOR DISTRICT USE ONLY

| | |
|---|--|
| District number | Date issued (month, day, year) |
| Reviewed by Excise Police District Representative | Approved Denied |

1. ALL EVENTS ARE \$50.00 PER DAY. BUSINESS CHECKS OR MONEY ORDERS ARE ACCEPTED MADE OUT TO THE INDIANA ALCOHOL & TOBACCO COMMISSION.
2. SERVING PAST MIDNIGHT, NO LATER THAN 3 A.M., IS ONE DAY.
3. NO RAIN CHECKS ON ANY OF THE ABOVE EVENTS.

UPDATED SEPTEMBER 2014. PLEASE READ CAREFULLY.

THE COMPLETED APPLICATION MUST BE SUBMITTED TO THE LOCAL EXCISE OFFICE AT LEAST FIFTEEN (15) DAYS PRIOR TO THE EVENT. FAILURE TO DO SO WILL RESULT IN DENIAL OF THE APPLICATION. If the event is within the next 15 days, you may elect to seek the services of a license supplemental caterer. You may search for a licensed supplemental caterer in your area using the list located at <http://in.gov/atc/2409.htm>

A temporary permit is good for beer and wine only - not 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 persons are not allowed to bring alcoholic beverages into the temporary function.

The fee is Fifty Dollars (\$50) per day. The fee must be paid by business check, money order, certified check or cashier's check. Cash will only be accepted if the application is hand-delivered to the ATC in Indianapolis.

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

- A completed application containing all required signatures (see below)
- The floor plan must be completed on the application or attached to it on 8.5" x 11" paper. The floor plan must be legible. If a family room is to be utilized, it and the bar area must be specified on the floor plan.)
- The proper fee

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 Police Department's signature can be obtained at the roll call site that oversees the area where your function is being held. Call (317) 327-3811 for information about the exact location.
- The signature of the Excise Police Officer located at 6400 E. 30th Street, Indianapolis. Call 317-541-4100 for additional information. (THIS SIGNATURE MUST BE OBTAINED LAST)

Required Signatures in Fort Wayne: (Obtain in order listed)

- The signature of Local Law Enforcement who has jurisdiction over the location.
- The signature of the mayor of Fort Wayne. The mayor has fourteen (14) days to rule on the request.
- The signature of the Excise Police Officer who has jurisdiction over the location. (THIS SIGNATURE MUST BE OBTAINED LAST)

Required Signatures in Counties other than Marion County: (Obtain in the order listed)

- The signature of the Local Law Enforcement who has jurisdiction over the location.

- The signature of the 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 persons, prior approval must be received from the Town Council. The Town Council has thirty (30) days to rule on the request.

When obtaining Excise approval signatures, if you do not know the local Excise district for your event, you can obtain this information from our website - Contact the Indiana State Excise Police. An Excise Officer reserves the right to hold the application for review if he / she deems necessary. The temporary permit may be revoked for good cause.

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

The completed application must be submitted to the local Excise office at least fifteen (15) days prior to the event. 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.

If you have any questions, contact Nicole Anderson at the ATC at (317) 234-4315, or the ATC main office at (317) 232-2430.

To Find a Licensed Alcoholic Beverage Caterer

1. Go to www.in.gov/atc
2. On the upper right under "Online Services", click "**Alcohol License Search**"
3. In the new window, click on the words ". . . *here to search for a Facility, Business . . .*"
4. In the new window,
 - a. Choose "**Catering**" in the License Type box.
 - b. Choose "**Active**" in the License Status box.
 - c. In either the County or City box, choose a location in your area.
 - d. You may further narrow your results by adding choices in the other fields. This is helpful for large cities.
 - e. Hit Search

The results will provide the licensed alcoholic beverage catering businesses in your area. By clicking the business name you will be shown their address.

