



CATERING CERTIFICATE APPLICATIONS INFORMATION AND INSTRUCTIONS

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 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 at the catered location 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.

COMPLETING FORM L-CC

CURRENT MIXED BEVERAGE PERMIT INFORMATION

Question 1: Current/Active Mixed Beverage Permit No. (MB/RM).

- Enter your current/active permit number.

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

- Enter the trade name shown on your current active permit.

LOCATION INFORMATION

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

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

Question 4: Catered Event Address

- Enter the complete 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 where the event will be held.

Question 6: 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. 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 7: Provide a detailed description of the 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 copy of the sponsorship agreements you're 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.

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

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 day sign posted?
 - Enter **“YES”**, if a 60 day 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
(04/2018)

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 BUSINESS 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: |
|------------------------------------------------------|----------------------------------------------------------------|

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.