



## 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](mailto:LubbockCatering@tabc.texas.gov)

Region 2: [CateringArlingtonRegion@tabc.texas.gov](mailto:CateringArlingtonRegion@tabc.texas.gov)

Region 3: [CateringHoustonRegion@tabc.texas.gov](mailto:CateringHoustonRegion@tabc.texas.gov)

Region 4: [CateringAustinRegion@tabc.texas.gov](mailto:CateringAustinRegion@tabc.texas.gov)

Region 5: [CateringSanAntonioRegion@tabc.texas.gov](mailto:CateringSanAntonioRegion@tabc.texas.gov)

### **Regulations for All Wine Festival 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 winery festival certificate must return to the primary permit holder.
- Your wine festival 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 location premise where the wine festival will be held.
- 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](http://www.tabc.texas.gov)

## COMPLETING FORM L-GF

### CURRENT WINERY PERMIT HOLDER INFORMATION

**Question 1:** Current/Active Winery Permit No.

- Enter your current/active winery permit number.

**Question 2:** Trade Name of Current/Active Winery 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:** 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 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 event

- Enter the description of event
- Examples:
  - Civic or Wine Festival
  - Farmers' Market
  - Celebration
  - Anywhere Wine Crawl

**Question 8:** The event will take place:

- Enter if Outdoor Festival or Indoor Festival

**Question 9:** Did you obtain authorization from the owner of premise or event sponsor to participate in this event?

- Enter **"YES,"** if you have obtained authorization 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 10:** The type of event: (See Rule 33.15 for qualifications)

- Check appropriate box

### Permit Holder Information and Signature

- Print and Sign name where indicated
- Provide Business, Alternate phone numbers and email address



## WINERY FESTIVAL CERTIFICATE REQUEST

L-GF  
(12/2017)

The Winery Festival Certificate Request authorizes wineries to sell wine at a civic or winery festival, farmers' market, celebration, or similar event. The permit may not be used for more than four consecutive days at the same location. You must notify your local TABC office of the date and location before the certificate is used. Additional information (such as letter from property owner, diagram, site plan, etc.) may be required to process your request.

If the Winery Festival Certificate Request is in a dry area be advised that the permit holder may sell or dispense wine only if the wine is: bottled in this state; and at least 75 percent by volume fermented juice of grapes or other fruit grown in this state or a lesser percentage established by the commissioner of agriculture under Section 12.039, Agriculture Code.

### CURRENT WINERY PERMIT INFORMATION

1. Current Winery (G) Permit No.

2. Trade Name of Location as on Current Winery (G) Permit

3. Business Phone No.

Alternate Phone No.

E-mail Address:

### FESTIVAL LOCATION INFORMATION

4. Location Address

5. City

County

State

TX

Zip Code

6. The festival function is requested for the following inclusive dates:

From: (MM/DD/YYYY)

To: (MM/DD/YYYY)

From the hours of:

AM

PM

To:

AM

PM

7. Description of festival function:

8. The event will take place:

Outdoor Festival

Indoor Festival

9. Did you obtain authorization from the owner of premise or event sponsor to participate in this event?

Yes No

Your written authorization must be provided with this application.

10 The type of event: (See Rule 33.15, of the Texas Alcoholic Beverage Administrative Rules, for qualifications.)

☐ Civic/Wine Festival ☐ Celebration

☐ Farmers' Market ☐ Other

### PERMIT HOLDER INFORMATION AND SIGNATURE

PRINT NAME \_\_\_\_\_ TITLE \_\_\_\_\_

SIGN HERE \_\_\_\_\_ DATE \_\_\_\_\_

Business Phone No.

Alternate Phone No.

E-mail Address:



# AUTHORIZED REPRESENTATIVE FOR A WINERY FESTIVAL CERTIFICATE

L-AR-GF  
(06/2018)

I, the license/permit holder of Winery Permit (G) \_\_\_\_\_,

with a Winery Festival Permit (GF), doing business as (Trade Name) \_\_\_\_\_

\_\_\_\_\_. State this/these individual(s), \_\_\_\_\_

Has/have the authority to sign requests on my behalf. The authority of this/these individual(s) shall remain in effect until I indicate 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 winery permit and winery festival 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 winery festival certificates on behalf of the permit holder.
3. An updated authorized representative form (L-AR-GF) must be submitted to the commission if there is a change in representation.