



Please read all instructions prior to completing the application

TABC Use
Only

Registry No.

Per Sec. 30.03 of the Alcoholic Beverage Code, a Nonprofit Entity Temporary Event permit may be issued to a nonprofit entity (as defined in Sec. 30.01) for the sale of alcoholic beverages at an event sponsored by the permit holder, including picnics, celebrations, or similar events.

The permit effective dates must cover the time of receipt of the alcohol until the conclusion of the event. A permit is effective for no more than ten consecutive days, with exceptions.

Fees are \$50.00 per day, with a two-day minimum. The completed application and all fees must be received before the permit can be issued. Submission of the application and all fees does not guarantee approval.

Failure to submit your application at least **10 BUSINESS DAYS PRIOR** to the event will result in late fees as follows:

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

Fees shall be remitted by such methods as a cashier's check, credit card, or company check, made payable to the Comptroller of Public Accounts. No personal checks.

Applications should be mailed or emailed to the [local TABC office](#) that corresponds to the location of the event.

Regional Office Email Addresses:

Region 1	EventsLubbockRegion@tabc.texas.gov
Region 2	EventsArlingtonRegion@tabc.texas.gov
Region 3	EventsHoustonRegion@tabc.texas.gov
Region 4	EventsAustinRegion@tabc.texas.gov
Region 5	EventsSanAntonioRegion@tabc.texas.gov

Important: If submitting via email you must include "Nonprofit Entity Temporary Event application" in the subject line of the email.

Authorities and Responsibilities:

- Submit the following documentation, if applicable:
 - letter of permission from the property owner authorizing the sale/service of alcoholic beverages on their property (must include property owner contact information, date/time and address of event);
 - approvals from local officials;
 - sponsorship agreements, diagram or site map; and
 - additional documentation may be required to determine qualification.
- The permit is effective for no more than ten consecutive days, with exceptions for events in dry counties as provided by Alcoholic Beverage Code Sec. 30.09.
- Permit holders must maintain exclusive control of all phases of the possession, sale, and service of alcohol at the event location.
- Event hours must adhere to hours of operation authorized by local authorities.
- A copy of the permit issued by TABC must be displayed in a conspicuous place at all times during the event.
- It is the responsibility of the permit holder to verify and adhere to all state and local laws, ordinances, and regulations, and to obtain all necessary local approvals or authorizations. Contact the local office of the Comptroller of Public Accounts for information concerning any responsibility to submit state sales and gross receipts tax.
- The holder of this permit may only sell/serve alcoholic beverages for consumption at the location for which this permit may be issued.
- For more regulatory guidance on this permit and serving alcoholic beverages at fundraising events, visit Chapter 33, Subchapter E of TABC's Administrative Rules.

NONPROFIT INFORMATION

1. Type of Organization: Fraternal Religious Charitable Nonprofit Corporation
 Nonprofit Historic Preservation Civic Political Party/Association Candidate/Officeholder

2. Organization/Corporation/Candidate Name:

3. Federal Employer's ID# (FEIN):

TEMPORARY EVENT INFORMATION

4. Event Dates and Times (Dates and times must include delivery and/or storage of alcohol.)

Start Date: _____ Time: _____ AM PM End Date: _____ Time: _____ AM PM

5. Type of Event (festival, picnic):

6. Event Address Street #: _____ Street Name: _____

City: _____ County: _____ Zip Code: _____

7. Description of Event Location: (Ex: parking lot, north side of park, booth no., etc. Note: Submit site map.)

8. Does this event involve a promoter or an organizer? Yes No

If "YES," Name of promoter or primary organizer: _____

9. Does this event involve sponsorship from a license/permit holder? Yes No

If "YES," enter license/permit number and tradename:

License/Permit # _____ Trade Name: _____

10. Other than the permission to sell alcohol on this property (question 13), do you have any other contracts and/or agreements (either verbal or in writing) associated with this event, such as sponsorship and/or third-party agreements? If "YES," attach copy, as applicable. Yes No

11. By checking "Yes" you confirm the event location address is wet for the sale of alcoholic beverages for which you are applying for in this application. This must be confirmed with the County Clerk. Yes

12. By checking "Yes" you confirm you have obtained all necessary authorizations from your municipality and county that may be required for your event. Yes

13. By checking "Yes" you have obtained permission to sell/serve alcohol from the owner of premise and have attached a copy from property owner. Yes
If "YES," **attach copy.**

IF THIS EVENT IS AT A LOCATION WITH A PENDING ORIGINAL APPLICATION THAT IS REQUIRED TO POST A 60-DAY SIGN, STOP. CONTACT YOUR LOCAL TABC OFFICE.

CONTACT INFORMATION

By signing below, you affirm, and represent to TABC, that the above information is true and correct, and that you have the legal authority to request the privilege identified in this application on behalf of the organization named in this application.

14. Name of Contact for this Application: _____ Position/Title: _____

Contact Phone No.: _____ Contact Email Address: _____

Mailing Address: _____ City: _____ County: _____ Zip Code: _____

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."

I _____ swear that I have legal authorization to apply for and receive this permit.
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

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