



FORM L-04.6A (10/11)

**INFORMATION AND INSTRUCTIONS FOR
DAILY TEMPORARY MIXED BEVERAGE PERMIT, DAILY TEMPORARY PRIVATE CLUB PERMIT,
TEMPORARY WINE AND BEER RETAILER'S PERMIT, SPECIAL THREE-DAY WINE AND BEER PERMIT
AND TEMPORARY CHARITABLE AUCTION PERMIT**

DAILY TEMPORARY MIXED BEVERAGE PERMIT - TB

Permit authorizes the sale of mixed beverages for consumption on the premises for which the permit is issued and may be issued to the holder of a *Mixed Beverage Permit* for a picnic, celebration or similar event. The Permit may also be issued to a political party or political association supporting a candidate for public office or a proposed amendment to the Texas Constitution or other ballot measure, to an organization formed for a specific charitable or civic purpose, to a fraternal organization in existence for over five years with a regular membership, or to a religious organization. If issued to an organization, that organization may not hold more than 10 temporary permits in a calendar year. The fee is \$50 with a surcharge of \$201.

DAILY TEMPORARY PRIVATE CLUB PERMIT- TN

Permit authorizes the service of alcoholic beverages for consumption on the premises for which the permit is issued and may be issued only to the holder of a *Private Club Registration Permit, Private Club Wine and Beer Permit, Private Club Exemption Certificate Permit, or to a Nonprofit Corporation* for a location in the same county where the permit or corporation is located. It may only be issued for a picnic, celebration, or similar event sponsored by a political party or association supporting a candidate for public office or proposed amendment or a charitable or civic organization or fraternal organization with a regular membership in existence more than five years, a religious organization, or for a fund raising event for a nonprofit corporation. No more than two daily temporary private club permits may be issued to the private club permittee in each calendar year for events sponsored by the same party, association, or organization. A nonprofit corporation may be issued only one daily temporary private club permit in each calendar year. The event may not last longer than eight hours. It may only be issued in the county where the nonprofit corporation is located. The fee is \$50 with a surcharge of \$226.

TEMPORARY WINE AND BEER RETAILER'S PERMIT – BH or HP

The holder of a temporary wine and beer retailer's permit may sell to the ultimate consumer for consumption on or off the premises, beer, malt liquors, and wine containing alcohol in excess of one half of one percent (1/2 of 1%) by volume but not more than 14 percent or 17 percent by volume (depending on type of local-option election). A temporary wine and beer permit may be issued for a period not to exceed four days and shall be issued only for a picnic, celebration or similar event. The permit may be issued only 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.

SPECIAL THREE-DAY WINE AND BEER PERMIT - SB

Authorizes the holder to sell to the ultimate consumer for the on-premises consumption of wine, beer and malt liquor containing alcohol in excess of one-half of one percent (1/2 of 1%) by volume but not more than 14 percent or 17 percent (depending on type of local-option election) by volume. A *Special Three-Day Wine and Beer Permit* may be issued to a nonprofit charitable, civic, or religious organization for the temporary serving of wine and beer at a picnic, celebration, or similar event sponsored by that organization. The fee is \$30 with a surcharge of \$201.

TEMPORARY CHARITABLE AUCTION PERMIT - CA

Authorizes the holder to conduct an auction where the sale of the type of alcoholic beverage to be auctioned is authorized by a local-option election. The permit may be issued only to an organization exempt by an I.R.S. 501(c)(3) and may be issued only one per calendar year. Term is for a maximum of five days. The fee is \$25 with a surcharge of \$201.

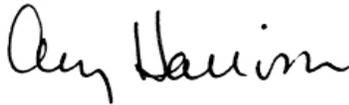
(CONTINUED ON NEXT PAGE)

INSTRUCTIONS:

1. To avoid processing delays this application should be submitted **at least 10 business days** in advance of an event. Some areas require more time for your application to be approved by local officials. Please contact your local office to avoid any delays.
2. The exact street address with suite number, name of building, and description or block number must be indicated on the application.
3. A property owner of the location of the temporary event must submit a letter stating the permit holder is authorized to sell alcoholic beverages on that property. This letter must provide a contact name and telephone number, the exact location, date, and time of the event.
4. Please contact your local TABC Office for guidelines on local community requirements, diagrams, and approval of any alcoholic beverage sponsorship agreements.
5. Make three copies of your application. Keep a copy for your records. Submit original and two copies to your local TABC Office along with:
 - sponsorship agreements,
 - letter from the property owner,
 - diagram, and
 - correct permit fee and surcharge in the form of a cashier's check, money order, or firm check from corporate permittee payable to the Comptroller of Public Accounts.
6. It is the applicant's responsibility to verify with their local TABC Office and local officials, the required forms/permits necessary for the event. It is also the applicant's responsibility to ensure adherence to all local ordinances and state laws.

If you have any questions concerning the completion of this form or fees/surcharges, please contact your local TABC District Office.

Sincerely,



Amy Harrison
Director Licensing Division



APPLICATION FOR DAILY TEMPORARY MIXED BEVERAGE PERMIT, DAILY TEMPORARY PRIVATE CLUB, TEMPORARY LICENSE OR CHARITABLE AUCTION PERMIT

Temporary Number
FORM L-04.7 (10/2011)

A Daily Temporary Mixed Beverage or Private Club Permit can only be issued for one day.
Each additional day requires a separate application.

DAILY TEMPORARY MIXED BEVERAGE OR PRIVATE CLUB PERMIT

1. **TB – DAILY TEMPORARY MIXED BEVERAGE PERMIT**
 Applicant does not hold a Mixed Beverage Permit, then complete sections a, b, and c →
OR Applicant currently holds:
 MB/RM _____ LB
 OWNER _____
 TRADE NAME _____

a. If the applicant is applying for a Daily Temporary Mixed Beverage Permit and does **not** currently hold a Mixed Beverage Permit, complete this section.
 Applicant is a:
 political party or association supporting a candidate for public office or a proposed amendment
 organization formed for specific charitable or civic purpose
 fraternal organization in existence over 5 years with regular membership
 religious organization
NOTE: You will be responsible for all taxes owed to the State Comptroller.
 b. Organization Name: _____
 Federal Employer's ID # (FEIN): _____
 c. State the number of Daily Temporary Mixed Beverage Permits the applicant has held beginning January 1 of the current year. _____ The commission shall not issue more than **ten** temporary mixed beverage permits in each calendar year to a person who does not hold a mixed beverage permit.

2. **TN – DAILY TEMPORARY PRIVATE CLUB PERMIT ISSUED TO:**
 N _____ NE _____
 NB _____ NL
 TRADE NAME _____

a. If the applicant is applying for a Daily Temporary Private Club Permit, indicate the type of organization sponsoring the event indicated in question 10.
 political party or association supporting a candidate for public office or a proposed amendment
 organization formed for specific charitable or civic purpose
 fraternal organization in existence over 5 years with regular membership
 religious organization
 b. Organization/Corporation Name: _____

TN – DAILY TEMPORARY PRIVATE CLUB PERMIT ISSUED TO:
 NONPROFIT CORPORATION
 CORPORATION NAME _____

Federal Employer's ID # (FEIN): _____
 c. State the number of Daily Temporary Private Club Permits issued to the above organization beginning January 1 of the current year. _____

- The commission may not issue more than two Daily Temporary Private Club Permits to a private club in each calendar year.
- The commission may not issue more than one Daily Temporary Private Club Permit to a nonprofit corporation in each calendar year.

A Temporary License may be issued for a period of not more than four days. Each four-day period requires a separate application. A Special Three-Day Wine and Beer Temporary License is a three-day license. Each three-day period requires a separate application. A Temporary Charitable Auction Permit is a five-day permit.

TEMPORARY LICENSE

3. **BH: TEMPORARY BEER OR WINE AND BEER RETAILER'S PERMIT, four-day permit. CURRENTLY HOLDS:**
 MB/RM _____ BG _____ BE _____ LB/BL
 TRADE NAME _____ OWNER _____

4. **SB: SPECIAL THREE-DAY WINE AND BEER PERMIT**
 Nonprofit Charitable Organization Civic Organization Religious Organization
 Name of applicant's organization: _____
 Applicant's Federal Employer's Identification #: _____

5. **HP: SPECIAL WINE AND BEER PERMIT, four-day permit.** May only be issued to a nonprofit historic preservation organization that has been in existence for at least 30 years.
 Name of nonprofit historic preservation organization: _____
 Date organization was established: ____/____/____ Applicant's Federal Employer's Identification #: _____

6. **CA: TEMPORARY CHARITABLE AUCTION PERMIT, five-day permit, only ONE allowed per calendar year.**
 Name of nonprofit organization: _____
 Applicant's Federal Employer's Identification #: _____
 I.R.S. Form 501(c)(3) Exemption **must be attached** to this application.
 Inventory list of alcoholic beverages to be auctioned must be attached to this application.

COMPLETE REVERSE SIDE

ALL APPLICANTS

7. Application is hereby made for the period ____ / ____ / ____ to ____ / ____ / ____ both dates included.
8. Time(s) of function: _____
9. Location address - fully describe location: _____
 City _____ County _____ Zip Code _____
10. Describe fully the picnic, celebration or similar event for which the license is requested: _____
11. Is this privilege to be exercised in an area where the sale of mixed beverages, beer/wine is legal? 11. YES NO

Contact Name: _____ Area Code + Phone Number: (____) ____ - _____

Contact Name: _____ Area Code + Phone Number: (____) ____ - _____

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 penitentiary for not less than 2 nor more than 10 years."

PRINT NAME: _____

SIGN HERE: _____

SIGNATURE OF APPLICANT **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

(SEAL)

INSTRUCTIONS

- This application must be filed directly with the local office of the Texas Alcoholic Beverage Commission in the area where the event is being held.
- Daily Temporary Mixed Beverage Permit or Daily Temporary Private Club Permit (TB or TN): Complete the application and make two copies. Your receipt is your permit. Post it in plain view at the location stated in number 9.
- Temporary Licenses (BH, SB, HP, CA): Complete the application and make a copy. For a Temporary License associated with a Mixed Beverage Permit, complete the application and make two copies. In numbers 3 through 6, indicate the class of permit or license required and complete the appropriate section. All questions regarding the particular temporary license you are applying for **must** be answered. Your receipt is your license. Post it in plain view at the location stated in number 9.
- All applicants must complete numbers 7 through 11. Sign and have your application notarized.
- See chart below for fees and surcharges that must be paid with a cashier's check, money order, or firm check from corporate permittee payable to the Comptroller of Public Accounts. We will not accept personal checks.

| CLASS OF PERMIT OR LICENSE | FEES | *SURCHARGE | TOTAL DUE | *SURCHARGE SUBJECT TO ANNUAL CHANGE |
|---|------|------------|-----------|-------------------------------------|
| Daily Temporary Mixed Beverage Permit (TB) | \$50 | \$201 | \$251 | |
| Daily Temporary Private Club Permit (TN) | \$50 | \$226 | \$276 | |
| Temporary Beer License or Wine and Beer License (4 day) (BH) | \$30 | \$201 | \$231 | |
| Temporary License – Special 3 Day Wine and Beer Permit (SB) | \$30 | \$201 | \$231 | |
| Temporary License – Special Wine and Beer Permit (4 day) (HP) | \$30 | \$201 | \$231 | |
| Temporary License – Charitable Auction Permit (5 day) (CA) | \$25 | \$201 | \$226 | |

INSTRUCTIONS FOR ACCOUNTING AND REPORTING OF MIXED BEVERAGE TAXES

FOR A DAILY TEMPORARY PERMIT ISSUED TO A PRIMARY MIXED BEVERAGE OR PRIVATE CLUB PERMIT

- All laws pertaining to a Private Club Registration Permit or Private Club Exemption Certificate Permit are applicable to a Daily Temporary Private Club Permit holder.
- Alcoholic beverages sold or served must be purchased separately from those sold or served under the primary Mixed Beverage Permit or Private Club Registration Permit.
- After the Daily Temporary Mixed Beverage Permit or Daily Temporary Private Club Permit expires, an inventory of the remaining alcohol must be prepared. A copy of this inventory shall be retained by the mixed beverage or private club permit holders and a copy shall be forwarded to the local office of the Comptroller of Public Accounts. After this inventory is completed, the unused alcoholic beverages must be transferred to and used by the primary mixed beverage or private club permittee.
- For information on reporting the mixed beverage taxes generated under the Daily Temporary Mixed Beverage Permit or Daily Temporary Private Club Permit and inventory of remaining alcoholic beverages, please contact the local office of the Comptroller of Public Accounts.