



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 Day _____ Date _____		Ending Day _____ Date _____	
Times of function: Start _____ AM PM End _____ AM 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 <i>(Your signature acknowledges that you have read and will abide by the rules and guidelines.)</i>	Date (month, day, year)
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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.