



DO NOT WRITE IN THIS BLOCK		
VALIDATED AMOUNTS		CASHIER
DATE	AMOUNT	

APPLICATION FOR TEMPORARY PERMIT

This application and fee must be received in the ABC office at least **14 days prior to the date of event** for which the Temporary Permit is to be used.

- On-Premise (4 per year)
 Charitable Auction (1 per year)
 Porcelain Containers (1 per year)
 (Please circle one)
1 Day - \$25.00
2 Day - \$50.00
3 Day - \$75.00

1. Please print name and address of sponsoring corp/organization/individual: Please indicate if you are a:

- Corporation
 Individual
 Organization
 Partnership

Name _____		Street Address _____		
()				
City _____	County _____	Zip Code _____	Telephone Number _____	Fax Number _____

Mailing Address: (If different than above)

Name _____		Street Address _____		
()				
City _____	County _____	Zip Code _____	Telephone Number _____	Fax Number _____

2. What date and hours will alcoholic beverages be sold or consumed each day?

Date _____	From: (a.m./p.m.) _____	To: (a.m./p.m.) _____
Date _____	From: (a.m./p.m.) _____	To: (a.m./p.m.) _____
Date _____	From: (a.m./p.m.) _____	To: (a.m./p.m.) _____

3. Give the address of the location of event. **Attach a diagram of the boundaries of the area, if applying for an on-premise permit.**

Street _____	County _____	City _____	Zip Code _____
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3a. Complete zoning Form ABC-280-8. The official seal of the city or county of the exact location the event is being held at must be affixed.

4. Have you or any person in the sponsoring organization been convicted of a felony or a violation of the intoxicating liquor or cereal malt beverage laws of Kansas? Yes ___ No ___

5. Have you individually or the organization/corporation been issued a temporary permit within the current calendar year? Yes ___ No ___ Date: _____ Date: _____ Date: _____

6. Have you individually or the organization/corporation met all the requirements for receiving a temporary permit as outlined in K.A.R. 14-23-3? Yes ___ No ___

7. Explain the purpose of this event and indicate where the proceeds from the **sale of alcoholic beverages** will be allocated:

8. Estimated gross receipts from **ONLY** liquor sales at this event: _____

9. Indicate the Licensed Kansas retail liquor store or licensed Kansas farm winery from which you will purchase liquor. _____ (retail liquor stores must have a Federal Wholesaler Permit)

I certify that the information provided on this application is true. I further certify that the sale or consumption of alcoholic beverages in relationship with this temporary permit will not violate any city, county or other local ordinances or zoning restrictions. (Falsifying information on the application can lead to administrative as well a criminal sanctions.)

Designated Person (print name) _____	(Daytime Phone) _____	Social Security Number (SSN) _____	Date of Birth _____
		(Of Designated Person)	

Designated Person (sign name) _____	(Fax Number) _____	Date of Application _____
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KANSAS DEPARTMENT OF REVENUE
ALCOHOLIC BEVERAGE CONTROL

INSTRUCTIONS FOR TEMPORARY PERMIT APPLICATION

The information required on the attached form is pursuant to K.S.A. 41-311 and K.S.A. 41-2645. Fill out all appropriate boxes. Failure to provide all of the required information will result in a delay in processing your application. **All information on the form shall remain confidential.**

Check the appropriate box for the type of permit applying for. If applicant is planning on operating under more than one type of permit, both types of permits will need to be applied for. (Example: Applicant is holding an auction and selling alcoholic liquor for consumption on premises, you will need to apply for a Charitable Auction permit and an On-Premise permit.)

Types of Permits:

On-Premise – Allows the sale and consumption of alcoholic liquor upon the licensed premises. Limited to four (4) permits per year per applicant. Permit not to exceed three (3) consecutive days.

Charitable Auction – Allows charitable organizations to auction alcoholic liquor. Limited to one (1) permit per year per applicant. Permit not to exceed three (3) consecutive days.

Sales of Porcelain Containers – Allows individuals to sell “limited issue porcelain containers” containing alcoholic liquor. Limited to one (1) permit per year per applicant. Permit not to exceed three (3) consecutive days.

Circle the number of days the permit is for. Cost is \$25.00 per day, per event.

NUMBER 1

Complete the name and address of the sponsoring organization/individual applying for the temporary permit. An auctioneer cannot obtain a permit to auction another individual’s containers. The individual owning the porcelain container has to obtain the temporary permit.

NUMBER 2

List the date and time of each event applying for.

NUMBER 3

Complete the address for the location where the event will take place. If applying for an on-premise permit, **attach a detailed diagram** of the area. (Examples of items a diagram should include are: Entrances, exits, where the liquor is going to be served, if the event is outside, what type of barrier will be used to enclose the licensed premises).

NUMBER 3a

Attach a completed Form ABC 280-8 Zoning Form. The official seal of the city or county of the exact location the event is being held must be affixed.

NUMBER 4 through 9

Answer the questions. Questions 4 through 9 apply to all individuals, including individuals in organizations.

NUMBER 9

Name of Kansas retail liquor store or Kansas farm winery from which you will purchase liquor. The retail liquor store must have a federal wholesale permit (K.A.R. 14-23-8(c)).

Please complete all the information required on the designated person. This will enable our offices to process your applications without any delays.

REQUIREMENTS FOR OBTAINING A TEMPORARY PERMIT

Kansas Administrative Regulations (K.A.R.) 14-23-3 Requirements for Temporary Permits

A Corporation/Association/Partnership/Individual shall not be issued a temporary permit if any, officer, manager, director, stockholder, owner, member, partner or individual:

- (1) Has been convicted of a felony under the laws of this state, any other state or the United States.
- (2) Has been convicted of being the keeper or is keeping a house of prostitution or has forfeited bond to appear in court to answer charges of being a keeper of a house of prostitution.
- (3) Has been convicted of being a proprietor of a gambling house, pandering or any other crime opposed to decency and morality, or has forfeited bond to appear in court to answer charges for any of those crimes.
- (4) Is not at least 21 years of age.
- (5) Is an employee of the director.
- (6) Intends to act as the agent of another in exercising control of the permit.
- (7) Has had any license or permit issued by the director revoked.
- (8) Has been an officer, manager, director or a stockholder owning beneficial interest in a corporation which:
 - (A) Has had a license revoked under the club and drinking establishment act; or
 - (B) Has been convicted of a violation of the club and drinking establishment act or the cereal malt beverage laws of this state. (Authorized by K.S.A. 1987 Supp. 41-2634, 41-2645; implementing K.S.A. 1987 Supp. 41-2623, 41-2645; effective T-88-22, July 1, 1987; effective May 1, 1988; amended P-October 1, 1988.)

GUIDELINES FOR USING YOUR TEMPORARY PERMIT

Do's and Don'ts

ALL TYPES OF PERMITS

Do display the temporary permit at the event with the name of the agent of the organization who is in charge of the event.

Do see that all city, county and state laws are adhered to.

Do send your temporary permit fee by certified or cashier's check on any bank located within this state or a United States Postal Money Order.

Mail to: **Alcoholic Beverage Control Division
Licensing Segment
915 SW Harrison St.
Topeka, KS 66625-2073**

Don't allow anyone under the age of 21 to possess, purchase, sell or consume alcoholic beverages. Administrative and/or criminal penalty may result from allowing individuals under age to possess or consume alcoholic beverages.

Don't deny immediate entry and inspection on the part of any ABC agents or other law enforcement officers. Agents and officers have the right to check the premises for compliance with the terms of the permit and state and/or local ordinances.

ON-PREMISE CONSUMPTION ONLY

Do purchase all alcoholic beverages from a licensed retail liquor dealer who possesses a federal Wholesale Liquor Dealer permit.

Do complete your liquor excise tax return and remittance after the event is held (by the 25th day of the following month) to the Kansas Department of Revenue in the green envelope provided. **Use the liquor excise tax return to send in your payment.** This form will be provided to you with the temporary permit.

Do keep the sales slip from the retail liquor store for a period of not less than (1) year from the date of purchase. The sales slip must contain the following information:

- (1) The date of purchase, the name of the retailer and the retailer's address as it appears on licensee's license;
- (2) The name and address of the permit holder as it appears on the permit;
- (3) The name of the individual who made the purchase for the permit holder;
- (4) The brand, size, proof and amount of each brand purchased;
- (5) The unit cost to the permit holder and the total price for each brand size;
- (6) The total cost of the order and the total cost of the order including enforcement tax.

Don't sell an alcoholic drink for a price less than acquisition cost or less than the price charged for that drink to all other persons on that day.

Don't allow alcoholic beverages to be removed from the permitted premises.

Don't hold any event on premises which are currently licensed to sell liquor or cereal malt beverage (beer containing 3.2 percent or less alcohol by weight).

Don't sell or serve alcoholic beverages or allow consumption of alcoholic beverages before 9 a.m. or after 2 a.m.