



# TEXAS ALCOHOLIC BEVERAGE COMMISSION

*Texans Helping Businesses & Protecting Communities*

**Kevin J. Lilly**  
*Presiding Officer – Houston*

**Ida Clement Steen**  
*Member – San Antonio*

**Commission Member**  
*Vacant*

**A. Bentley Nettles**  
*Executive Director*

April 6, 2018

## LICENSING BULLETIN – LIC002

### ***Fees for Expedited Processing of Catering and Festival Certificates***

To: Alcoholic Beverage Industry

The Texas Alcoholic Beverage Commission (TABC) has recently amended Administrative Rule 33.23, which governs license and certificate surcharges as well as expedited processing fees.

**Effective April 16, 2018**, businesses, individuals or groups seeking a **Caterer Certificate, Temporary License/Permit, and Certificates for Use of Winery Festival Permit** may be subject to expedited processing fees if they submit their application to TABC after the deadline of **10 business days** before the event for which the certificate or permit is needed. Please note, **fees for temporary permits have not increased**; expedited processing fees are only assessed for applications not received by TABC prior to the deadline.

Expedited processing fees are as follows:

- **\$300** for applications submitted **nine to seven business days** before the event;
- **\$500** for applications submitted **six to four business days** before the event; and
- **\$900** for applications submitted **three to one business days** before the event.

TABC is taking steps to make it easier to obtain a certificate or temporary permit without having to pay an expedited processing fee. Any individual or organization applying for a certificate or permit may now submit their application by e-mail to their local TABC licensing office. Applications are no longer required to be submitted in person.

Applications received in the office or by e-mail prior to the deadline will not be subject to expedited processing fees. **Applications received after 2 pm will be dated as received the following business day.** Applicants may submit their temporary permit or certificate paperwork by e-mail using the following addresses:

[CateringHoustonRegion@TABC.Texas.gov](mailto:CateringHoustonRegion@TABC.Texas.gov)

**Region 1 – Abilene**

[abilenecatering@tabc.texas.gov](mailto:abilenecatering@tabc.texas.gov)

**Region 1 – Amarillo**

[amarilocatering@tabc.texas.gov](mailto:amarilocatering@tabc.texas.gov)

**Region 1 – Lubbock**

[lubbockcatering@tabc.texas.gov](mailto:lubbockcatering@tabc.texas.gov)

**Region 1 – El Paso**

[elpasocatering@tabc.texas.gov](mailto:elpasocatering@tabc.texas.gov)

**Region 1 – Odessa**

[odessacatering@tabc.texas.gov](mailto:odessacatering@tabc.texas.gov)

**P.O. Box 13127 ★ Austin, Texas 78711-3127 ★ (512) 206-3333 ★ [www.tabc.texas.gov](http://www.tabc.texas.gov)**

***An Equal Opportunity Employer***



## INFORMATION AND INSTRUCTIONS FOR TEMPORARY APPLICATIONS

Form L-TEMP-I  
(04/2018)

### INSTRUCTIONS:

- To avoid processing delays this application should be submitted a **minimum of 10 business days prior to the event**. Some areas require application approval from state and local officials and therefore may need additional time. Contact your local office as soon as possible to ensure ample time to process your application. You may submit your application to your local office by email or fax and mail your payment if time allows; otherwise, please submit your application and payment in person to your local office. Temporary permits may not be issued until payment is received.
- The exact street address with suite number, name of building, and description or block number must be indicated on the application.
- 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.
- Be prepared to provide diagrams/site maps and any agreements/contracts involving the event. Be advised your event may require additional approvals from the local community. For these requirements, diagrams and approval of any alcoholic beverage sponsorship agreements, contact your local TABC office.
- Make two copies of your application. Keep a copy for your records. Submit the original and one copy to your local TABC Office along with:
  - letter from the property owner,
  - sponsorship agreements
  - diagram or site map, and
  - inventory list of alcoholic beverages to be auctioned. *If applying for a temporary auction permit (CA)*
  - 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.
  - additional documentation may be required to determine qualification.

### Regulations For All Temporary Permits

- 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 **auction** of alcoholic beverages must go to the temporary permit holder.
- Remaining inventory of alcoholic beverages after the expiration of the permit may be sold with the permission of the TABC; or it must be distributed back to the members of the organization. Certain exemptions may apply, ask your local TABC office. For permission to sell after the expiration of the permit, submit a written request with an inventory to your local TABC office.
- Your temporary permit 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 the temporary licensed premise.
- It is the applicant's responsibility to verify and adhere to all local ordinances, local forms/applications and their approval as well as adherence to all local ordinances and state laws. Be advised you may be responsible for the collection and submission of state sales and gross receipt taxes. Contact your local Comptroller of Public Accounts Office for information.
- No donated alcohol may be sold unless under the authority of a Temporary Auction Permit.
- Alcohol must be purchased from a license/permit holder appropriate for your permit type. Refer to chart below.

| Who to Purchase From                                                                                                          | License/Permit Types       |                           |            |            | CA                                                                                                                                                    |
|-------------------------------------------------------------------------------------------------------------------------------|----------------------------|---------------------------|------------|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                               | TB                         | TN                        | HP         | SB         |                                                                                                                                                       |
| Wholesaler's (W)<br>Local Class B Wholesaler's (LX)<br>General Class B Wholesaler's (X)                                       | Ale & Wine                 | Ale                       | Ale & Wine | Ale & Wine | Organization may not purchase product – all alcohol must be donated. Must provide list of products donated and product sources at time of application |
| General Distributor's (BB)<br>Branch Distributor's (BC)<br>Local Distributor's (BD)                                           | Beer                       | Beer                      | Beer       | Beer       |                                                                                                                                                       |
| Package Store (P) with Local Distributor (LP)                                                                                 | Ale, Beer, Spirits, & Wine | Ale, Beer, Spirits & Wine | None       | None       |                                                                                                                                                       |
| Winery (G)                                                                                                                    | Wine                       | Wine                      | Wine       | Wine       |                                                                                                                                                       |
| Brewer's (B) with Brewer's Self-Distribution (DA)                                                                             | Ale                        | Ale                       | Ale        | Ale        |                                                                                                                                                       |
| Wine and Beer Retailer's (BG) with Brew Pub (BP)                                                                              | Ale & Beer                 | Ale & Beer                | Ale & Beer | Ale & Beer |                                                                                                                                                       |
| Manufacturer's (BA) with Manufacturer's Self-Distribution (DB)                                                                | Beer                       | Beer                      | Beer       | Beer       |                                                                                                                                                       |
| Note: Alcohol may NOT be obtained from another retailer such as a convenience store, big box discount store or grocery store. |                            |                           |            |            |                                                                                                                                                       |

#### Descriptions of temporary permits

**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 only to the holder of a *Mixed Beverage Permit (MB)* 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 (N)*, *Private Club Wine and Beer Permit (NB)*, *Private Club Exemption Certificate Permit (NE)*, 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 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) or a political action committee (PAC). The permit may be issued for a maximum of five days. The fee is \$25.

For further information or instructions contact your local TABC office or visit us at [www.TABC.texas.gov](http://www.TABC.texas.gov)



TEXAS ALCOHOLIC  
BEVERAGE COMMISSION  
From Helping Business & Protecting Communities

# TEMPORARY APPLICATION FOR FRATERNAL, RELIGIOUS, CHARITABLE, CIVIC OR POLITICAL ORGANIZATION/ASSOCIATION

L-TEMPB  
(01/2018)

|                     |      |      |      |      |      |
|---------------------|------|------|------|------|------|
| TABC<br>Use<br>Only | TB - | TN - | SB - | HP - | CA - |
| Registry No. _____  |      |      |      |      |      |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Organization/Corporation Name:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 2. Will Alcoholic Beverages be served past 12 Midnight?<br><input type="radio"/> Yes <input type="radio"/> No                                                                                                                                                                                                                                                    |
| 3. Federal Employer's ID# (FEIN):                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 4. Date Organization was established: (mm/dd/yyyy)                                                                                                                                                                                                                                                                                                               |
| 5. Type of Organization:<br><input type="radio"/> Fraternal <input type="radio"/> Religious <input type="radio"/> Charitable <input type="radio"/> Nonprofit Corporation<br><input type="radio"/> Civic <input type="radio"/> Political Party/Association <input type="radio"/> Nonprofit Historic Preservation                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                  |
| 6. Application for:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                  |
| <input type="radio"/> <b>TB – Daily Temporary Mixed Beverage – 1 Day</b> <span style="float: right;">\$251 Total Due</span><br><i>- Only for Fraternal, Religious, Charitable, Civic and Political Party/Association.</i><br><i>- The commission shall not issue more than ten Daily Temporary Mixed Beverage Permits (TB) in each calendar year to a person who does not hold a mixed beverage permit (MB).</i><br><br>State the number of Daily Temporary Mixed Beverage Permits your organization has held beginning January 1 of the current year. _____ |                                                                                                                                                                                                                                                                                                                                                                  |
| <input type="radio"/> <b>TN – Daily Temporary Private Club Permit – 1 Day</b> <span style="float: right;">\$276 Total Due</span><br><i>- Only for Nonprofit Corporation.</i><br><i>- The commission shall not issue more than one Daily Temporary Private Club Permit (TN) to your nonprofit corporation in each calendar year.</i><br><br>State the number of Daily Temporary Private Club Permits issued to your nonprofit corporation beginning January 1 of the current year. _____                                                                      |                                                                                                                                                                                                                                                                                                                                                                  |
| <input type="radio"/> <b>SB – Special 3 Day Wine and Beer Permit – 3 Day</b> <span style="float: right;">\$231 Total Due</span><br><i>- Only for Nonprofit Charitable, Civic or Religious Organizations.</i><br><i>- A Special Three-Day Wine and Beer Temporary Permit is a three-day permit. Each three-day period requires a separate application.</i>                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                  |
| <input checked="" type="radio"/> <b>CA – Temporary Auction Permit</b> <span style="float: right;">\$25 Total Due</span><br><i>- Only for a nonprofit organization with a 501(c)(3) designation or political action committee (PAC).</i><br><i>- If nonprofit, must have IRS Form 501(c)(3)</i><br><i>- Inventory list of alcoholic beverages to be auctioned. Copies <b>must be attached</b> to this application.</i><br><i>- A Temporary Auction Permit may be issued up to five-days.</i>                                                                  |                                                                                                                                                                                                                                                                                                                                                                  |
| <input type="radio"/> <b>HP – Temporary Wine and Beer Retailer's Permit</b> <span style="float: right;">\$231 Total Due</span><br><i>- Only for Nonprofit Historic Preservation Organization that has been in existence for at least 30 years.</i><br><i>- Permit may be issued for a period of not more than four days. Each four-day period requires a separate application.</i>                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                  |
| 7. Temporary Date(s) & Time(s) Requested: <b>NOTE:</b> Date and times should include delivery and/or storage of alcohol.                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                  |
| <div style="border: 1px solid black; padding: 5px; min-height: 100px;">TB or TN _____<br/><br/>(Day 1) Hours of Event: Start _____ End _____</div>                                                                                                                                                                                                                                                                                                                                                                                                           | <div style="border: 1px solid black; padding: 5px; min-height: 100px;">SB/HP/CA - _____ to _____<br/>(Day 1) Hours of Event: Start _____ End _____<br/>(Day 2) Hours of Event: Start _____ End _____<br/>(Day 3) Hours of Event: Start _____ End _____<br/>(Day 4) Hours of Event: Start _____ End _____<br/>(Day 5) Hours of Event: Start _____ End _____</div> |
| 8. Description of Event Address: (Ex: Parking Lot, North Side of Park, Booth No., etc. <b>Note:</b> Site map required.)                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                  |

|                                                                                                                                                                                                                                                                                                                                                                                                                                       |                      |                        |           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|------------------------|-----------|
| 9. Event Address: <b>835 W. 34th Houston</b>                                                                                                                                                                                                                                                                                                                                                                                          |                      |                        |           |
| City <b>Houston</b>                                                                                                                                                                                                                                                                                                                                                                                                                   | County <b>Harris</b> | Zip Code <b>77018</b>  |           |
| 10. Description of Event:                                                                                                                                                                                                                                                                                                                                                                                                             |                      |                        |           |
| 11. Who is the primary organizer (company/business) of this event?                                                                                                                                                                                                                                                                                                                                                                    |                      |                        |           |
| 12. Does this event involve a promoter? <input type="radio"/> Yes <input checked="" type="radio"/> NO<br>If "YES," Name of Promoter:                                                                                                                                                                                                                                                                                                  |                      |                        |           |
| 13. Does this event involve sponsorship from an upper tier License/Permit holder? (Manufacturer, Brewer, Distillery, Winery, Wholesaler and/or Distributor) <input type="radio"/> Yes <input checked="" type="radio"/> NO<br>If "YES," Name of upper tier License/Permit holder(s):                                                                                                                                                   |                      |                        |           |
| 14. What is the approximate number of attendees planned for the event?                                                                                                                                                                                                                                                                                                                                                                |                      |                        |           |
| 15. Have you confirmed and obtained all necessary permissions, permits and/or approvals from your city and county that may be required for your event? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A If "N/A," explain                                                                                                                                                                                 |                      |                        |           |
| 16. Have you confirmed the event location address is wet for the sale of alcoholic beverages for which you are applying for in this application? <input checked="" type="radio"/> Yes <input type="radio"/> No This <i>must</i> be confirmed with the County Clerk. <b><i>Not required for TN Applicants</i></b>                                                                                                                      |                      |                        |           |
| 17. Have you obtained permission to <span style="border: 1px solid red; padding: 0 2px;">auction alcohol</span> from the owner of premise? <input checked="" type="radio"/> Yes <input type="radio"/> No<br>If "YES," <b>Attach Copy.</b> If "NO," Explain.                                                                                                                                                                           |                      |                        |           |
| 18. Other than the permission to <span style="border: 1px solid red; padding: 0 2px;">auction alcohol</span> on this property (question 17), do you have any other contracts and/or agreements dealing with alcohol for this event? <input type="radio"/> Yes <input type="radio"/> No If "YES," <b>Attach Copy.</b>                                                                                                                  |                      |                        |           |
| 19. Name of Contact for this Application:                                                                                                                                                                                                                                                                                                                                                                                             |                      | Position/Title:        |           |
| Contact Phone No.:                                                                                                                                                                                                                                                                                                                                                                                                                    |                      | Contact Email Address: |           |
| Mailing Address:                                                                                                                                                                                                                                                                                                                                                                                                                      | City:                | County:                | Zip Code: |
| <b>WARNING:</b> 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.<br><small>Print Name</small>                                                                                                                                                                                                                                                                                                                      |                      |                        |           |
| 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                                                                                                                                                                                                                                                                                                                                                                                                                         |                      |                        |           |
| <b>S E A L</b>                                                                                                                                                                                                                                                                                                                                                                                                                        |                      |                        |           |



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Executive Director

Approval Form for Temporary License/Permits (If diagram is required, please complete back of form).

## LANDLORD'S APPROVAL

Date/Time \_\_\_\_\_

Description of Event Fundraiser w/Auction for Non-Profit 501 (c)(3)

Address, City & County The Bell Tower on 34th 835 W. 34th Houston, TX Harris County

Property Owner's Name Keep On Going, LLC (Landlord) Bell Tower Group, LLC (Tenant)

Telephone Number 713-868-2355

As landlord of above mentioned property, I hereby grant permission to auction alcoholic beverages for the above event.

Landlord's Signature Roger Igo  
Roger Igo, President

Approvals from Law Enforcement Officials.  
Harris County Sheriff's Department or local law enforcement agency.

Approved: Yes \_\_\_\_\_ No \_\_\_\_\_

Signature and Date \_\_\_\_\_  
Printed Name/Title/Telephone Number \_\_\_\_\_

If location is in Harris County but outside Houston city limits please contact Harris County Sheriff's Office at 601 Lockwood, Houston, Telephone 713-274-9375. Or any local law enforcement agency with jurisdiction in the locality in which the event is occurring. We suggest you call ahead to either office to confirm someone being available.



**DIAGRAM BELOW**

FORM L-D (4/2010)

Approved by: \_\_\_\_\_  
Printed Name of TABC Employee

Date: \_\_\_\_ / \_\_\_\_ / 20\_\_

\_\_\_\_\_  
Signature of TABC Employee