OKLAHOMA ALCOHOLIC BEVERAGE LAWS
ENFORCEMENT COMMISSION
APPLICATION CHECKLIST FOR CHARITABLE EVENT LICENSES

Note the following:

O.S. § 21 Ch. 14 Sec 463
Offering False or Forged Instruments for Recordation
Any person who knowingly procures or offers any false or forged instrument to be filed, registered, or recorded in any public office within this state, which instrument, if genuine, might be filed or registered or recorded under any law of this state or of the United States, shall be guilty of felony.

GENERAL APPLICATION INSTRUCTIONS – CHARITABLE EVENT
Complete all items on pages one (1) through four (4) of the application and submit all applicable documents listed. The requested items are required as part of the application. All documents must be legible and entirely complete. Applicant must be a Charitable or Non-Profit Organization recognized by the IRS as a 501 (c) 3,4,5,6,7,8,9,10 or 19. Application may be completed and submitted by a designated contact person, but an officer of the organization must sign page two (2) and three (3).

MAIL or DELIVER APPLICATION AND PAYMENT TO:

Oklahoma ABLE Commission
3812 North Santa Fe, Suite 200
Oklahoma City, Oklahoma 73118

QUESTIONS CONCERNING YOUR APPLICATION OR THE PROCESS SHOULD BE DIRECTED TO:

Licensing Division
(405) 521-3484 – Office
(405) 521-6578 – Fax
A Charitable Alcoholic Beverage Event allows for an event consisting of one or more of a wine, strong beer, or spirit tasting event or dinner event. A Charitable Alcoholic Beverage Event license is valid for four (4) days from the date of issuance. Charitable Organizations may have eight (8) separate events per year. The cost is $55.00 per event. Licensees may purchase the wine, strong beer, or spirits for an event from a retailer or accept a donation of wine, strong beer, or spirits from an individual or entity. This license allows the Charity to include access to alcoholic beverages as part of their entrance fee or ticket price. This license also allows the Charity to utilize the services of a licensed caterer for additional alcoholic beverage service.

Charitable Alcoholic Beverage Event applicants must be non-profit organizations as defined by the I.R.S. Code qualifying as a 501(c) non-profit organization, specifically listed in Sections 3, 4, 5, 6, 7, 8, 9, 10 and 19. Proof of the 501(c) status must be provided at the time of the application. The organization must provide a current copy of minutes electing officers and directors.

Charitable Alcoholic Beverage Event licensees are subject to the same laws as all other licensees of the ABLE Commission. The statutes may be viewed on-line at www.able.ok.gov (Legal Documents/Title 37 §521.X). Any questions concerning the law should be directed to the Enforcement Division. It is the responsibility of the licensee to be aware of all laws concerning alcoholic beverages.
Oklahoma Alcoholic Beverage Laws Enforcement Commission
Checklist for Charitable Alcoholic Beverage Event License

The original application with all required attachments and ONE copy of all pages and attachments will be submitted to the ABLE Commission at 3812 North Santa Fe Ave., Suite 200, Oklahoma City, Oklahoma 73118. The $55.00 license fee must be submitted with the application. The application must be submitted at least twenty (20) days prior to the event. Questions concerning this application or the application process should be directed to the Licensing Division at (405) 521-3484; Monday through Friday from 7:30 a.m. to 4:30 p.m.

I. APPLICATION PAGES

1. Page 1. Answer all questions as it applies to the entity sponsoring the event for which the license is being requested.


II. APPLICATION DOCUMENTATION TO BE SUPPLIED BY THE APPLICANT.

1. Verification/ Determination proof of 501(c) status from the Internal Revenue Service.


3. Outdoor Event holders shall furnish a detailed diagram of the event location showing the areas where alcohol will be dispensed and consumed.
**CHARITABLE ALCOHOLIC BEVERAGE EVENT APPLICATION**

- **Applicant Name:** ____________________________________________________________
- **Applicant Mailing Address:** __________________________________________________
- **Applicant Telephone Number(s):** _____________________________________________
- **Name of Contact Person:** ____________________________________________________
- **Telephone Number(s):** Office ____________________ Mobile _____________________
- **Telephone Number for Evening/Weekend:** ________________________________
- **Email Address:** ____________________________________________________________

<table>
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<tr>
<th>Event Location:</th>
<th>(check one)</th>
<th>Indoor</th>
<th>Outdoor</th>
<th>Both</th>
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<tbody>
<tr>
<td><strong>Event Name or Type:</strong></td>
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<td><strong>Building Name:</strong></td>
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<td><strong>Street Address:</strong></td>
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<td><strong>City/Town, State, Zip Code</strong></td>
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<td><strong>Is the event location within city limits?</strong></td>
<td>Yes</td>
<td>No</td>
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<td><strong>Event Date(s):</strong></td>
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<td><strong>Hours of Operation:</strong></td>
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Event profits will be paid to: ____________________________________

______________________________________________________________

I understand that a false answer or omission of the forgoing questions
will subject this application to denial. I certify that all information
submitted is complete and accurate to the best of my knowledge. I
hereby give any law enforcement officer the authority, without a
warrant, to enter and examine the event location. The officer shall be
given free access and not hindered or interfered with. I will also insure
that signage is posted at all alcoholic beverage service points, requiring
persons in the area to be 21 years of age (see page 5 for signage).

Signature: ___________________________________________________ Date:________
(Officer of Charitable Organization)

Signature: ___________________________________________________ Date:________
(Applicant Contact Person)
Applicant Name: __________________________________________________________

Event Name: ____________________________________________________________

Address: _______________________________________________________________

City/State: ____________________________ Zip: __________

**Officers of Organization:**

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**Board of Directors/Trustees/Executive Committee:**

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Date: ____________________________

Signature of Applicant: ____________________________
DIAGRAM FOR OUTDOOR EVENTS
Applicant shall furnish a diagram of the event location (premises) if the event is being held as an outdoor venue. The Diagram should include the location of all points of dispensing alcoholic beverages and event boundaries. Additional information may be requested from the investigating Agent.
NO PERSONS UNDER 21 YEARS OF AGE PERMITTED IN THIS AREA OF THESE PREMISES

ALCOHOLIC BEVERAGE LAWS ENFORCEMENT COMMISSION