OKLAHOMA ALCOHOLIC BEVERAGE LAWS ENFORCEMENT COMMISSION
ANNUAL PUBLIC EVENT LICENSEES SUBSEQUENT EVENT DOCUMENTATION

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 NOTIFICATION INSTRUCTIONS:
Complete and submit all items listed in Section One (I) and Section Two (II). The requested items are required as part of the subsequent event notification process. All documents must be legible and entirely complete. An authorized manager or corporate officer may sign on behalf of the business entity.

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
I. EVENT PACKET TO BE COMPLETED BY LICENSEE

1. **Sub-Page 1.** Complete the top of the page. The name of the Applicant is the Individual, partners in a Partnership, partners in a Limited Partnership, Corporation name, or Limited Liability Corporation name. (Not the name of the event). The DBA is the name of the business (Not the name of the event). Provide your current Public Event License Number and Circle the number that corresponds with your event. Complete and sign the Oath and have signature notarized.

2. **Sub-Page 2.** Provide the information as it relates to your subsequent event.

3. **Sub-Page 3.** Draw or attach a diagram of the proposed premises (location). Submit a drawing or diagram of the proposed area (i.e. building, park, vacant land, city street, etc.). The drawing/diagram should not only establish boundaries, but should include dimensions, rooms, bars and/or points of alcohol service.

4. **Sub-Page 4a and 4b.** Applicant shall complete the Page 4a and the 4b must be signed and approved by the City Licensing Official, Board of County Commissioners (Licensing Official) or Tribal Administration. Page 4b shall also be signed and approved by the City Police Chief, County Sheriff, Tribal Police Chief, or their Authorized Representative. Note: The City or County may require payment of an Occupational Tax before approval is given.

5. **Sub-Page 5.** If licensed caterer is used, complete this page.

6. **Sub-Page_7.** Complete law enforcement access and signage page.

II. DOCUMENTATION REQUIRED TO BE SUBMITTED BY LICENSEE

1. **Deed, Lease, or Rental Agreement from the property owner or Approval Letter from the City, County, or Tribal Authority having control of the proposed event location.** A City, County, or Tribal Authority license or permit for the event will be recognized in lieu of an authorization letter.

2. **Copies:** Applicant shall submit the Original, Complete application along with all required supporting documents and ONE (1) ADDITIONAL COPY OF ALL.

3. **Oklahoma Tax Commission:** No license shall be issued prior to the applicant furnishing proof that a Bond has been posted or a “Mixed Beverage Tax Permit” has been obtained from the Oklahoma Tax Commission.
The filing of this subsequent event notification does not commit the Commission to the approval of the event that you are holding, nor does it permit you to operate the proposed event prior to the approval of the Commission.

NAME OF APPLICANT  ________________________________

DOING BUSINESS NAME  ________________________________

CURRENT ANNUAL PUBLIC EVENT LICENSE NUMBER  __________

SUBSEQUENT EVENT NUMBER:  1  2  3  4  5  6 (circle one)
(Annual Public Event Holders may have 6 events per year)
ONLY CIRCLE #1 IF YOU HAVE RENEWED AN EXISTING ANNUAL PUBLIC EVENT LICENSE AND THIS EVENT IS THE 1st ONE OF THE NEW YEAR.

OATH
State of Oklahoma  )
)SS.
County of ______________________)

I, ______________________________, being first duly sworn upon oath deposes and says: That he/she is the licensee or representative of the licensee who makes the above and foregoing notification; that he/she has read and signed the same, knows the contents thereof and that the statements therein contained are true. The Affiant certifies that the statements and representations made herein are true and correct and consents that if any statements or representations herein are found to be false or omitted, that the Director may refuse to issue said license, may cause such license to be revoked forwith at any time, and may initiate a criminal investigation related to the license.

____________________________________________________
Signature of Applicant(s)

Subscribed in my presence and sworn to before me this ____ Day of ______________________, 20____.

________________________________________________________________________
My Commission Expires: Notary Public
OKLAHOMA ALCOHOLIC BEVERAGE LAWS ENFORCEMENT COMMISSION

OFFICE USE ONLY

License Type __________________ Effective Date __________
License Fee __________________ Expiration Date __________

__________________________________________________________

ANNUAL PUBLIC EVENT LICENSE SUBSEQUENT EVENT

NAME OF EVENT: __________________________________________

PHYSICAL ADDRESS OF EVENT:

Street ________________________________ Suite________

City ___________________________ County __________________

Is within the City Limits? _____ Yes _____ No.

NAME OF BUILDING or AREA (i.e. Hafer Park, Bricktown, Plaza
District, Riverwalk, Civic Center, etc.):

________________________________________________________________

EVENT DATE(S) (cannot exceed 3 consecutive days):

________________________________________________________________

EVENT HOURS (can only serve from 10:00 am to 02:00 am, Sunday
sales are restricted in certain counties):

Note: Events shall only be authorized in counties that have
voted to allow liquor-by-the-drink sales.
Draw or attach a diagram of the proposed premises (location). Submit a drawing or diagram of the proposed area (i.e. building, park, vacant land, city street, etc.). The drawing/diagram should not only establish boundaries, but should include dimensions, rooms, bars and/or points of alcohol service.

[Signature of Applicant]     [Date]
OKLAHOMA ALCOHOLIC BEVERAGE LAWS ENFORCEMENT COMMISSION
ANNUAL PUBLIC EVENT LICENSEE
Subsequent Event Notification

CITY/COUNTY/TRIBAL NOTIFICATION

NAME OF EVENT: __________________________________________

PHYSICAL ADDRESS OF EVENT:

Street ________________________________Suite__________

City ___________________ County ___________________

Is within the City Limits? _____ Yes _____ No.

NAME OF BUILDING or AREA (i.e. Hafer Park, Bricktown, Plaza District, 
Riverwalk, Civic Center, etc.):

________________________________________________________

EVENT DATE(S) (cannot exceed 3 consecutive days):

________________________________________________________

EVENT HOURS (can only serve from 10:00 am to 02:00 am, Sunday sales 
are restricted in certain counties):

Note: Events shall only be authorized in counties that have voted to 
allow liquor-by-the-drink sales.

PUBLIC EVENT LICENSEE INFORMATION

1. Doing Business as (DBA) name _________________________

2. Business (Physical) Address:

City _______________State_____________Zip Code________

3. Business (Mailing) Address:

Street/P.O. Box ________________________________Suite______

City _______________State_____________Zip Code________

4. Contact Person: ________________________________

Telephone Contact Number: 1 - _______________________

Licensees Email Address: ____________________________
A. This section must be completed by the police chief, sheriff, tribal police chief, or their authorized representative, which ever has jurisdiction over the event location.

This office recommends that the licensees subsequent event be [___] granted [___] denied

If recommendation is to deny, please describe grounds: _____________________________

___________________________________________________

___________________________________________________

___________________________________________________

Authorized Signature   Date

B. This section must be completed by the city licensing official, board of county commissioners (licensing official), tribal administration or their authorized representative, which ever has jurisdiction over the event location.

This office recommends that the licensees subsequent event be [___] granted [___] denied

If recommendation is to deny, please describe grounds: _____________________________

___________________________________________________

___________________________________________________

___________________________________________________

Authorized Signature   Date
CATERER - CATERER/MIXED BEVERAGE OPTION

37-521.L(3),(4) – Acts Authorized by License

The holder of an annual public event license may choose to utilize the services of a licensed caterer to provide and distribute the alcoholic beverages at their events. When the applicant elects to utilize the services of a licensed caterer, the applicant shall declare upon application which licensed caterer will be used. The licensed caterer shall be responsible for payment of all applicable mixed beverage taxes through the existing Mixed Beverage Tax Permit issued to his or her business by the Oklahoma Tax Commission.

APPLICANT ELECTS TO USE A LICENSED CATERER _____Yes _____No.

If Yes,

Name of licensed Caterer: __________________________________________

Caterer License Number: __________________________________________

Caterer Contact Person: __________________________________________

Caterer Telephone Number: (____)_____

Signature ________________________________  Date_________________
(Authorized Caterer Representative)
NO PERSONS UNDER 21 YEARS OF AGE PERMITTED IN THIS AREA OF THESE PREMISES
I understand that a false answer or omission of the forgoing questions will subject this application to denial. I certify that all information submitted in this application 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 service area to be 21 years of age (see page 6 for signage).

Signature: ___________________________ Date:____
(Individual, Partner, Corporate Officer, or LLC Manager)

Signature: ___________________________ Date:____
(Applicant Contact Person)