

## Oklahoma Alcoholic Beverage Laws Enforcement Commission Special Event License Information

This license may be issued to an organization, association, or a non-profit corporation organized for political, fraternal, charitable, religious or social purposes. A special event license may not be issued to an individual and may not be issued for use at a location currently licensed by the Oklahoma ABLE Commission or for use in a "dry" county.

This license allows the holder to sell or to provide alcoholic beverages to the public for consumption by the individual drink at the location(s) and on the date(s) noted in the application. The license fee is \$55.00 for a quarterly license or an annual license. The license is valid for 1 year from the date of issuance; no more than 1 license per year may be issued to any entity. The license may be used for the events specifically noted in the application. Each event can be for 1 day or up to 10 days in length.

An annual special event license shall authorize the holder to hold up to 4 events over a period of 1 year, not to exceed 2 such events in any three-month period. Changes in the date(s) of any event must be submitted in writing to the ABLE Commission not less than 10 days before the event is held.

A quarterly special event license shall authorize the holder to hold up to 3 events over a period not to exceed 3 months. Changes in the date(s) of any event must be submitted to the ABLE Commission not less than 10 days before the event is held.

A special event license may be used on the approved dates from ~~10:00~~ 8:00 a.m. to 2:00 a.m. daily, unless the county in which the event is being held prohibits the sale of alcoholic beverages on certain days. (Be advised that the local authorities regulate the days and hours of low-point beer sales.) You must check with the local authorities if you have questions. The days of operation differ from county to county.

The specific laws and regulations concerning this license type are enumerated in the law and regulation book provided.

### NOTE:

1. If the proposed event is open to the public and alcoholic beverages are sold or provided, a special event license is required.
2. If there is a charge for alcoholic beverages served or provided at the event (a cash bar), a special event license is required.
3. If there is a cover charge or donation required to attend the event and alcoholic beverages are provided, a special event license is required.

OFFICE USE ONLY

License Type \_\_\_\_\_ License Fee \_\_\_\_\_

**SPECIAL EVENT LICENSE (QUARTERLY/ANNUAL) APPLICATION**

Check Type of License: Quarterly  Annual

Organization Name: \_\_\_\_\_

Organization Mailing Address: \_\_\_\_\_

Organization FEI Number: \_\_\_\_\_

Applicant Contact Name: \_\_\_\_\_

Applicant Telephone Number(s): \_\_\_\_\_

Applicant Contact E-Mail: \_\_\_\_\_

**Event 1**

Event Name		
Building Name		
Street Address		
City/Town, State, Zip Code		
Is the event location within the city limits?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Event Date		
Hours of Operation		

**Event 2**

Event Name		
Building Name		
Street Address		
City/Town, State, Zip Code		
Is the event location within the city limits?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Event Date		
Hours of Operation		

**Event 3**

<b>Event Name</b>		
<b>Building Name</b>		
<b>Street Address</b>		
<b>City/Town, State, Zip Code</b>		
<b>Is the event location within the city limits?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Event Date</b>		
<b>Hours of Operation</b>		

**Event 4**

<b>Event Name</b>		
<b>Building Name</b>		
<b>Street Address</b>		
<b>City/Town, State, Zip Code</b>		
<b>Is the event location within the city limits?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Event Date</b>		
<b>Hours of Operation</b>		

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/we certify that all information submitted is complete and correct to the best of my/our knowledge. I/we hereby give any officer the authority, without warrant, to enter and examine the event location. The Officer shall be given free access and not hindered or interfered with.

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## **Oklahoma Alcoholic Beverage Laws Enforcement Commission**

### **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.

**This section of the application must be completed and signed by the appropriate individuals as indicated in the following sections before submitting the application to the Alcoholic Beverage Laws Enforcement Commission. Additional pages are available if applying for multiple events that are to be held at different locations in different cities and/or counties.**

This section must be completed by the person having custody of the property where the event is to be held or his representative.

This application has been submitted to \_\_\_\_\_  
and meets our approval.

\_\_\_\_\_  
Authorized signature

\_\_\_\_\_  
Date

**This section must be completed by the Chief of Police for incorporated cities or by the County Sheriff for unincorporated areas or their authorized representative.**

This application has been submitted to \_\_\_\_\_.

This office recommends that this application be  Granted  Denied.  
\*If the recommendation is to deny, please indicate grounds for denial.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Authorized signature

\_\_\_\_\_  
Date