



INDIANA STATE EXCISE POLICE

District 4
651 S Commerce Drive
Seymour, Indiana 47274
812-523-8314
812-522-5681 Fax
dist4@atc.IN.gov

Temporary Beer & Wine Permit Instructions Beer/Wine Authority/Type 118

Step 1- General Information:

Name of Applicant

TM Permit Number (Leave Blank- Excise fills this in)

Address

E-mail address (to send permit to)

Name of person making application

Fax number

Emergency contact telephone number

Printed name of contact person of event

Emergency contact telephone number

Step 2- Event Information:

Beginning Day (Monday-Sunday)

Beginning Date (month/ day/ year)

Ending Day (Monday-Sunday)

Ending Date (month/ day/ year)

Time of Event

Start Time (no earlier than 7am)

End Time (no later than 3am)

Type or description of event- (wedding, fundraiser, festival. Etc.)

Exact address of event (street address, city, state, zip code, and County event will be held in)

Step 3- Floor Plan (see Step 4, #2) or attach an 8½ by 11 sheet with floor plan (needs to include bar area)

Step 4- Acknowledgement (Read all information)

Step 5- Community Clearance

- 1. Law Enforcement signature and date (must be original signatures)**
Must be from County where event will take place (If in city limits- Chief of Police, If out of city limits- Sheriff) **IF NOT SIGNED OR DATED WILL BE RETURNED**
- 2. Not needed unless event is held in Ft. Wayne**
- 3. Must have signature and date of Permittee (must be original signatures) IF NOT SIGNED OR DATED WILL BE RETURNED**
- 4. Fee must be included with application**
(ONLY FEE TYPES ACCEPTED ARE: MONEY ORDER, BUSINESS, CERTIFIED OR CASHIER'S CHECK)*NO CASH OR PERSONAL CHECKS WILL BE ACCEPTED*

❖ If you have any additional questions, please contact Christine Deaton at District 4 Office at 812-523-8314



BEER / WINE AUTHORITY / TYPE 118

State Form 35494 (R8 / 11-15)

Approved by State Board of Accounts, 2015

Send, deliver, or mail to:

DISTRICT 1
52422 County Road 17
Bristol, IN 46507
Telephone: (574) 264-9480

DISTRICT 4
651 S. Commerce Dr.
Seymour, IN 47274
Telephone: (812) 523-8314

DISTRICT 2
1353 South Governors Drive
Columbia City, IN 46725
Telephone: (260) 244-4285

DISTRICT 5
3650 South US Hwy 41
Vincennes, IN 47591
Telephone: (812) 882-1292

DISTRICT 3
279 West 300 North
Crawfordsville, IN 47933
Telephone: (765) 362-8815

DISTRICT 6
6400 East 30th Street
Indianapolis, IN 46219
Telephone: (317) 541-4100

- INSTRUCTIONS:**
1. Applicant must complete all requested information.
 2. Please type or print clearly.
 3. Submit application and payment to the local excise district office.

STEP 1. GENERAL INFORMATION			
Name of applicant applying for permit (organization, club, corporation, individual)		TM Permit number (issued by ATC)	
Address of applicant (number and street, city, state, and ZIP code)		E-mail address	
Name of person making application	Fax number ()	Emergency contact telephone number ()	
Printed name of contact person of event		Emergency contact telephone number ()	
STEP 2. EVENT INFORMATION			
Beginning day	Beginning date (month, day, year)	Ending day	Ending date (month, day, year)
Time of event Start time <input type="checkbox"/> AM <input type="checkbox"/> PM		End time <input type="checkbox"/> AM <input type="checkbox"/> PM	
Type or description of event			
Exact address of event (number and street, city, state, and ZIP code)			
STEP 3. FLOOR PLAN (See Step 4, Number 2)			
<div style="border: 1px solid black; height: 300px; width: 100%;"></div>			

STEP 4. ACKNOWLEDGEMENT

In order to qualify for this authority to serve beer and wine, the following guidelines must be met:

1. There must be a well defined premises, i.e. building, tent, enclosure, or fenced-in or designated area.
2. You must have a defined floor plan or diagram. This is to be drawn on Page 1, Step 3 of this application. If minors are to be present, you must have a defined separation between the bar area and family area. (Must be on floor plan.)
3. There shall be **NO carry-out privileges, NO carry-in privileges and NO spirituous beverages allowed.**
4. Each applicant must designate an individual to be responsible for the event and such person shall sign the authority.
5. **ANY and ALL persons dispensing or accepting payment for alcoholic beverages MUST POSSESS a valid ATC employee permit.**
6. The event must meet applicable Indiana State Board of Health requirements, particularly with regard to restroom facilities.
7. If the event is held in a town park, you must have approval from the town board.
8. Legal Hours of dispensing alcoholic beverages: (Prevailing time)
Monday through Saturday – 7 AM to 3 AM the following day
Sunday – 7 AM to 3 AM the following day
9. **Applicant must file with the district office at which the event will be held at least five (5) days prior to the event.** *business*
10. The authority must be posted in the most conspicuous place at the location of the event. An excise officer or commissioner, for good cause, has the authority to revoke the authority during the event.

STEP 5. COMMUNITY CLEARANCE

1. Signature of Sheriff of county, or Chief of Police, or Town Marshall of jurisdiction where the event will be held	Date signed (month, day, year)
2. Signature of the mayor (if the event is held in Fort Wayne)	Date signed (month, day, year)
Note: Please post your approved request in a conspicuous place where the alcoholic beverages are being dispensed at the location. If for any reason this request is denied, you may be notified either in person or by telephone.	
I swear or affirm under penalties of perjury that the information is true and accurate.	
Signature of permittee / agent (Your signature acknowledges that you have read and will abide by the rules and guidelines.)	Date signed (month, day, year)

FOR DISTRICT USE ONLY

District number	Date issued (month, day, year)
Reviewed by Excise Police District Representative	<input type="checkbox"/> Approved <input type="checkbox"/> Denied

1. ALL EVENTS ARE \$50.00 PER DAY. BUSINESS CHECKS OR MONEY ORDERS ARE ACCEPTED MADE OUT TO THE INDIANA ALCOHOL AND TOBACCO COMMISSION.
2. SERVING PAST MIDNIGHT, NO LATER THAN 3 AM, IS ONE (1) DAY.
3. NO RAIN CHECKS ON ANY OF THE ABOVE EVENTS.



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Application for Temporary Employee Permit Instructions

1. Step 1 General Information:

Name of applicant
Daytime telephone number
E-mail address
Address
Social Security Number (cannot process permit without this)
Sex (M or F)
Height (ft. in.)
Weight (lbs.)
Date of Birth (month, day, and year)
Age
TM Permit number (Leave Blank- Excise fills this in)
Date(s) of Temporary Permit (month, day, and year)
Location where Temporary Permit Event will take place- Exact address of event (street address, city, state, zip code, and County event will be held in)

2. Step 2 Background Questions- (READ CAREFULLY PRIOR TO ANSWERING):

Answer all questions- YES or NO

If you answer Yes to first four questions- You must provide information requested

1-list the month, day, year, and location of your convictions (if more than one attach a separate sheet)

2-provide information requested (use separate sheet if needed)

3-Explain why it was denied, revoked, or suspended

4-If less than 10 years provide a copy of driving record for that state

➤ The remaining 3 questions are to be answered Yes to confirm that you are aware of the alcohol laws.

3. Step 3 Fee and Payment- \$5 (PER EVENT) PAYMENTS ACCEPTED- MONEY ORDER, BUSINESS, CASHIERS, OR CERTIFIED CHECK. (Made out to: Indiana Alcohol and Tobacco Commission)

❖ NO CASH OR PERSONAL CHECKS WILL BE ACCEPTED

4. Step 4 Signature and Affirmation (Read all information) sign and date

5. Any incomplete form will not be processed

❖ If you have any additional questions, please contact Christine Deaton at District 4 Office at 812-523-8314



APPLICATION FOR TEMPORARY EMPLOYEE PERMIT

State Form 54632 (R / 4-18)
INDIANA ALCOHOL AND TOBACCO COMMISSION

- INSTRUCTIONS:
1. Type or print legibly.
 2. Complete Steps 1 through 4.
 3. Submit this permit application and payment to the Indiana State Excise Police (ISEP) district where the temporary event will be held. Please see the ISEP district addresses at the end of this form.

This permit may be issued for use at the location covered by and during the time period of Temporary permit only.

* This agency is requesting your Social Security number in accordance with IC 4-1-8-1; disclosure is mandatory, and this record cannot be processed without it.

STEP 1. GENERAL INFORMATION					
Name of applicant (first, middle initial, last)			Daytime telephone number ()		E-mail address
Address (number and street, city, state, and ZIP code)					
Social Security number *	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Height (feet, inches)	Weight (pounds)	Date of birth (month, day, year)	Age
Temporary permit number			Date(s) of Temporary Permit (month, day, year)		
Location where Temporary Permit is to be used					

STEP 2. BACKGROUND QUESTIONS - READ CAREFULLY PRIOR TO ANSWERING.		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Have you ever been convicted of operating while intoxicated in Indiana or of a similar charge in any other state? If yes, please list the month, day, year, and location of your conviction(s): _____
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Are you currently serving a sentence, including any term of probation for operating while intoxicated in Indiana or a similar crime in another state?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Have you had an application for an alcoholic beverage permit or employee's permit denied, revoked, or suspended within the last five (5) years? If yes, explain: _____
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Have you ever had a driver's license in any other state? If so, you must attach a copy of your driving record from that state.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Do you know that it is a Class B Misdemeanor, punishable by up to six (6) months in jail and a \$1,000 fine, for knowingly serving an intoxicated person?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Do you know that an excise officer may enter, inspect, and search a permit premises in which you work without a warrant and you must produce proof of your temporary employee permit on demand?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Do you know that the alcoholic beverage laws are part of the criminal code and are enforceable by every law enforcement officer in the State of Indiana?

STEP 3. FEE AND PAYMENT SCHEDULE	
Temporary Employee Permit	(Fee \$5.00 per IC 7.1-3-18-11(d))
Payment by mail may be made by money order, business check, cashier's check, or certified check.	

STEP 4. SIGNATURE AND AFFIRMATION	
I certify that this application was completed by myself. I affirm under penalties of perjury that I am at least twenty-one (21) years of age and that all information provided on this form is true and correct. I understand that it is a felony under Indiana law to misrepresent or falsify any portion of this application, and also realize I may be fined.	
Signature of applicant	Date signed (month, day, year)

Indiana State Excise Police (ISEP) district addresses (Please visit http://in.gov/atc/isep/2379.htm to determine your ISEP district.)		
District 1 52422 County Road 17 Bristol, IN 46507 Telephone: (574) 264-9480 Fax: (574) 264-9348	District 3 279 W County Road 300 N Crawfordsville, IN 47933 Telephone: (765) 362-8815 Fax: (765) 362-8817	District 5 3650 South US 41 Vincennes, IN 47591 Telephone: (812) 882-1292 Fax: (812) 882-1386
District 2 1353 South Governors Drive Columbia City, IN 46725 Telephone: (260) 244-4285 Fax: (260) 244-3830	District 4 651 South Commerce Drive Seymour, IN 47274 Telephone: (812) 523-8314 Fax: (812) 522-5681	District 6 6400 East 30th Street Indianapolis, IN 46219 Telephone: (317) 541-4100 Fax: (317) 541-4104



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Temporary Beer & Wine Permit Guidelines

In order to qualify for this authority to serve beer & wine, the following guidelines must be met:

- 1) The application must be filled out completely.
- 2) Must have signature and date of Permittee. (if not signed and dated will be returned)
- 3) Step 5 Community Clearance- must have signature of Local Enforcement Agency in county where event will take place (if in city limits- Chief of Police, if out of city limits- Sheriff) (if not signed will be returned)
- 4) You must have a defined floor plan or diagram. This can be drawn on Page 1, Step 3 of this application (or attach an 8 ½ by 11 page). If minors are to be present you must have a defined separation between bar/serving area and family area (must be on floor plan).
- 5) There shall be NO carry-out privileges, NO carry-in privileges, and NO spirituous beverages (Liquor) allowed.
- 6) Each applicant must designate an individual to be responsible for the event and such person shall sign authority.
- 7) ANY and ALL persons dispensing or accepting payment for beer/wine MUST POSSESS a valid ATC employee permit (Temporary Employee Permits are available for \$5 per person per event).
- 8) Legal hours of dispensing beer/wine (Prevailing Time), Monday through Saturday 7am to 3am the following day. Sunday- 7am to 3am the following day.
- 9) All application(s) must be received by the district office either in person or by mail at least 5 business days prior to event. Failure to comply will be grounds for denial.
- 10) This authority must be posted in the most conspicuous place at the location of the event. An Excise Officer or Commissioner, for good cause, has the authority to revoke the authority during the event.
- 11) The \$50 per day fee must be paid with one of the following: MONEY ORDER, BUSINESS, CASHIER'S OR CERTIFIED CHECK. MADE OUT TO: INDIANA ALCOHOL & TOBACCO COMMISSION. NO CASH OR PERSONAL CHECKS WILL BE ACCEPTED.
- 12) You can add the Temporary Beer & Wine Permit fee & Temporary Employee Permit fees in one payment.