



**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  
50 N E 23<sup>rd</sup> Street  
Oklahoma City, Oklahoma 73105

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

Licensing Division  
(405) 521-3484 - Office  
(405) 521-6578 - Fax

**Oklahoma Alcoholic Beverage Laws Enforcement Commission**  
**Charitable Alcoholic Beverage Event**  
**License Information**

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](http://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 ABE Commission at 50 N E 23<sup>rd</sup> Street, Oklahoma City, Oklahoma 73105.

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.
2. Page 2. Obtain authorization signatures required on page 2. Read and sign statement at the bottom of page 2.
3. Page 3. Non-profit corporations must complete and sign this page.

### **II. APPLICATION DOCUMENTATION TO BE SUPPLIED BY THE APPLICANT.**

1. Verification/ Determination proof of 501(c) status from the Internal Revenue Service.
2. Minutes electing officers and directors of the non-profit corporation.
3. Outdoor Event holders shall furnish a detailed diagram of the event location showing the areas where alcohol will be dispensed and consumed.

# OFFICE USE ONLY

License Type \_\_\_\_\_ Effective Date \_\_\_\_\_

License Fee \_\_\_\_\_ Expiration Date \_\_\_\_\_

## 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: \_\_\_\_\_

Event Location: (check one) _____ Indoor _____ Outdoor _____ Both
Event Name or Type:
Building Name:
Street Address:
City/Town, State, Zip Code
Is the event location within city limits?                      Yes                      No
Event Date(s):
Hours of Operation:

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)

**Oklahoma Alcoholic Beverage Laws Enforcement Commission  
Organization Questionnaire**

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

Event Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Officers of Organization:**

Title	Name	Address
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

Name	Address
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

# **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.

**NO PERSONS  
UNDER 21 YEARS OF AGE  
PERMITTED IN THIS AREA  
OF THESE PREMISES**

ALCOHOLIC BEVERAGE LAWS ENFORCEMENT COMMISSION