



OKLAHOMA ALCOHOLIC BEVERAGE LAWS ENFORCEMENT COMMISSION

The “Public Event License” is for applicants who do not meet the established criteria for a “Special Event License” or a “Charitable Alcoholic Beverage License.”

“Public event” means any event that can be attended by the general public.

A **one-time public event license** shall authorize the holder thereof: to sell and distribute mixed beverages for consumption on the premises for which the license has been issued. For purposes of this paragraph, an event shall not exceed a period of three (3) consecutive days. A public event license shall only be issued in counties of this state where the sale of alcoholic beverages by the individual drink for on-premises consumption has been authorized. A public event license shall not be used in lieu of a mixed beverage license.

An **annual public event license** shall authorize the holder thereof: to sell and distribute mixed beverages for consumption on the premises for which the license has been issued for up to six (6) events to be held over a period not to exceed one (1) year. For purposes of this paragraph, an event shall not exceed a period of three (3) consecutive days. An annual public event license shall only be issued in counties of this state where the sale of alcoholic beverages by the individual drink for on-premises consumption has been authorized. The holder of an annual public event license shall provide written notice to the ABLE Commission ten (10) days before each subsequent event. A public event license shall not be used in lieu of a mixed beverage license.

Requirements for Public Event License (1 event) and Annual Public Event License (6 events).

Applicant can apply as an Individual, Partnership, Limited Partnership, Corporation, or Limited Liability Corporation.

Applicant(s) must be 21 years old.

Applicant(s) cannot be convicted of a Felony.

Applicant shall complete an application in its entirety.

Applicant shall submit the initial application to the ABLE Commission at least sixty (60) days prior to the first (1st) event. Once licensed, “*Annual Public Event*” licensees shall notify the ABLE Commission at least ten (10) business days in advance of subsequent events.

The License Fee for “*One-time Public Event License*” is \$255.00. Fees are due upon submission of the application and are refundable upon written request if the application is withdrawn or denied.

The License Fee for “*Annual Public Event License*” is \$1,005.00 plus a \$25.00 surcharge. Fees are due upon submission of the application and are refundable upon written request if the application is withdrawn or denied.

The holder of an “Annual Public Event License” which carries over their remaining alcohol inventory from one event to the next is required to obtain a “*Storage License*” from the ABLE Commission.

All Managers and all Employees of the licensee who participate in any activity related to alcoholic beverages shall obtain an “*Employee License*” from the ABLE Commission. Any person who represents an organization, which has contracted with a licensee to hold an event, shall obtain an “Employee License” if they participate in activities related to alcoholic beverages.

All wine, strong beer, and alcoholic beverages shall be purchased from a licensed wholesaler or licensed Oklahoma Winery.

Either the posting of a bond or obtaining a “*Mixed Beverage Tax Permit*” is required from the Oklahoma Tax Commission prior to the issuance of the ABLE Commission license. If the applicant elects to utilize the services of a licensed Caterer, no Bond or “Mixed Beverage Tax Permit” is required. The licensed caterer will already have the necessary bond/permit and will be responsible for remittance of mixed beverage taxes to the Oklahoma Tax Commission. Contact Will at (405) 521-4647 or Beverly at (405) 522-4786.

Applicant shall furnish a Deed, rental agreement, or lease from the property owner or an authorization letter from the City, County, or Tribal Authority which controls the property on which the event will be held. A City, County, or Tribal Authority license or permit for the event will be recognized in lieu of an authorization letter.

Applicant shall furnish a drawing/diagram of the proposed building or property where the event will be located. Drawing/Diagram shall include boundaries and all alcoholic beverage distribution points. Applicant shall post “No Person Under 21” signage at all distribution points.

Applicant shall furnish proof of liability insurance covering both bodily injury and property damage.

Additional licenses or permits (Occupational Tax) shall be obtained from the City Licensing Official if the event is held in a municipality or from the County Board of Commissioners (Licensing Official) if the event is located outside of a municipality.

The ABLE Commission does not regulate the sale or consumption of “*Low-Point Beer*”. The Oklahoma Tax Commission through the County Court Clerk’s Office issues “*Low-Point Beer*” licenses. Municipalities may require additional licensing as well.



**OKLAHOMA ALCOHOLIC BEVERAGE LAWS ENFORCEMENT
COMMISSION
APPLICATION CHECKLIST FOR PUBLIC 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:

Complete and submit all items listed in Section One (I) and Section Two (II). The requested items are required as part of the application. All documents must be legible and entirely complete. Applicant may be an Individual, Partnership, Limited Partnership, Corporation, or Limited Liability Corporation. Each involved person shall sign documents themselves. A 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

OKLAHOMA ALCOHOLIC BEVERAGE LAWS ENFORCEMENT COMMISSION
EZ APPLICATION FOR EXISTING LICENSEES

I. APPLICATION PACKET TO BE COMPLETED BY APPLICANT

- ___1. **EZ-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). Mark the license for which you are applying. Only one license per application may be checked. Complete and sign the Oath and have signature notarized.
- ___2. **EZ-Page 2.** Check the type of license for which you are applying for and answer all remaining questions.
- ___3. **EZ-Page 3.** Complete the Main Purpose Affidavit, sign and date. If Applicant elects to use a licensed caterer for alcoholic beverage service, complete the caterer information.
- ___4. **EZ-Page 4a.** List only the Individual applicant's name, names of partners in a Partnership, names of partners in a Limited Partnership, name of Corporation, or name of Limited Liability Corporation. Complete the rest of the page with the businesses information (Not the Event). Be sure to provide a dependable Contact Person and valid telephone numbers in which the person can be reached at ANYTIME.
- ___5. **EZ-Page 4b.** List a valid email address for the Contact Person (Do Not list a general email that is not checked routinely by decision making management personnel). Individual applicant, partners in a Partnership, partners in a Limited Partnership, a Corporate Officer, or a Limited Liability Corporation Manager must sign this page.
- ___6. **EZ-Page 5.** Draw or attach a diagram of the proposed premises (location). Submit a drawing or diagram of the proposed area (i.e. park, vacant land, city street, etc.). The drawing/diagram should not only establish boundaries, but should include dimensions, rooms, doorways, bars, and any area where alcoholic beverages will be distributed or temporarily stored.
- ___7. **EZ-Page 6a & 6b.** Applicant shall complete the Page 6a and 6b, it must be signed and approved by the City Licensing Official, Board of County Commissioners (Licensing Official) or Tribal Administration. Page 6b 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.

- ____ 8. EZ - Page 7. Applicant shall complete signage and law enforcement inspection page.

EZ APPLICATION FOR EXISTING LICENSEES

II. DOCUMENTATION REQUIRED TO BE SUBMITTED BY APPLICANT

- ____ 1. Applicant shall furnish a Deed, rental agreement, or lease from the property owner or an authorization letter from the City, County, or Tribal Authority which controls the property on which the event will be held. A City, County, or Tribal Authority license or permit for the event will be recognized in lieu of an authorization letter.
- ____ 2. Proof of Liability Insurance: Applicant must provide Proof of Liability Insurance covering both bodily injury and property damage.
- ____ 3. License Fee: Enclose a personal check, business check, cashier's check, or money order in the correct amount with the application. Checks should be made payable to: The Oklahoma ABLE Commission. Fee amounts are listed previously in the Application Checklist.
- ____ 4. Copies: Applicant shall submit the Original, Complete application along with all required supporting documents and ONE (1) ADDITIONAL COPY OF ALL.
- ____ 5. 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.

OKLAHOMA ALCOHOLIC BEVERAGE LAWS ENFORCEMENT COMMISSION

EZ APPLICATION FOR EXISTING LICENSEES

The filing of this application does not commit the Commission to the granting of the license that you are applying for, nor does it permit you to operate the proposed event prior to the granting and issuance of a license.

NAME OF APPLICANT _____

DOING BUSINESS NAME _____

CURRENT LICENSEE: TYPE _____ NUMBER _____
(Mixed Beverage, Caterer, Caterer Mixed Beverage, Public Event, etc.)

APPLICATION TYPE: (Check One)
One-Time Public Event License [___]

Annual Public Event License [___]

OATH

State of _____)

)SS.

County of _____)

I, _____, being first duly sworn upon oath deposes and says: That he/she is the applicant who makes the above and foregoing application; that he/she has read and signed the same, knows the contents thereof and that the statements therein contained are true. Applicant(s) 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 forthwith 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 _____

PUBLIC EVENT LICENSE (One-Time/Annual) APPLICATION

(Check Type of License)

One-Time Public Event [] Annual Public 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.

OKLAHOMA ALCOHOLIC BEVERAGE LAWS ENFORCEMENT COMMISSION

STATEMENT OF MAIN PURPOSE AFFIDAVIT

I, _____, certify that the main purpose of the event for which a license is being requested is: (State the type of event or sale which will produce the majority of the income, i.e. festival, trade show, gala, fair, holiday party, concert etc.)

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)

OKLAHOMA ALCOHOLIC BEVERAGE LAWS ENFORCEMENT COMMISSION

1. Names(s) of Individual Applicant, Partners, Limited Liability Corporation (LLC), or Corporation (include Social Security Number(s) or Federal Identification Number):

- _____
- _____
- _____
- _____

2. License to be issued to: (Check One)

- Individual Limited Partnership
 Partnership Corporation
 Limited Liability Corporation

3. Doing Business as (DBA) name _____

4. Business (Physical) Address:

Street _____ Suite _____

City _____ State _____ Zip Code _____

5. Business (Mailing) Address:

Street/P.O. Box _____ Suite _____

City _____ State _____ Zip Code _____

6. Contact Person: _____

Telephone Contact Number: 1 - _____

2 - _____

OKLAHOMA ALCOHOLIC BEVERAGE LAWS ENFORCEMENT COMMISSION

Contact Person - Email Address: _____

SIGNATURE OF APPLICANT(S) (Individual, Partners, Limited Liability Corporation, or Corporation):

- _____
- _____
- _____
- _____

IMPORTANT NOTE:

“Annual Public Event License” holders shall notify the ABLE Commission and submit the following new and updated Application pages for each subsequent event: SUB-Page 1, SUB-Page 2, SUB-Page 3, SUB-Page 4a and 4b, SUB-Page 5, SUB Page 6 and a Deed, rental agreement, or lease from the property owner or an authorization letter from the City, County, or Tribal Authority which controls the property on which the event will be held. A City, County, or Tribal Authority license or permit for the event will be recognized in lieu of an authorization letter. Subsequent Event documents may be obtained from the ABLE Commission or found on-line on the ABLE Commission web page. Documents shall be submitted at least ten (10) Business days in advance of each subsequent event after the initial license is issued. Failure to comply will result in the licensing of your event being denied. In addition, licensee shall notify the Commission within 30 days of any Corporate Officer changes, new LLC members, or Partnership changes.

OKLAHOMA ALCOHOLIC BEVERAGE LAWS ENFORCEMENT COMMISSION

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

3. Doing Business as (DBA) name _____

4. Business (Physical) Address:

City _____ State _____ Zip Code _____

5. Business (Mailing) Address:

Street/P.O. Box _____ Suite _____

Street _____ Suite _____

City _____ State _____ Zip Code _____

6. Contact Person: _____

Telephone Contact Number: () _____ - _____

CITY/COUNTY/TRIBAL USE ONLY

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 THIS APPLICATION BE [] GRANTED [] DENIED (Check One)

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 THIS APPLICATION BE [] GRANTED [] DENIED (Check One)

IF RECOMMENDATION IS TO DENY, PLEASE DESCRIBE GROUNDS: _____

_____.

Authorized Signature

Date

OKLAHOMA ALCOHOLIC BEVERAGE LAWS ENFORCEMENT COMMISSION

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 8 for signage).

Signature:

_____ Date: _____
(Individual, Partner, Corporate Officer, or LLC Manager)

Signature:

_____ Date: _____
(Applicant Contact Person)

OKLAHOMA ALCOHOLIC BEVERAGE LAWS ENFORCEMENT COMMISSION

**NO PERSONS
UNDER 21 YEARS OF AGE**

PERMITTED IN THIS AREA
OF THESE PREMISES

ALCOHOLIC BEVERAGE LAWS ENFORCEMENT COMMISSION