



**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

**OKLAHOMA ALCOHOLIC BEVERAGE LAWS ENFORCEMENT COMMISSION**  
**ANNUAL PUBLIC EVENT LICENSEE - SUBSEQUENT EVENT**

**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.

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

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 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 \_\_\_\_\_

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**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.*

**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.

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Signature of Applicant

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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: \_\_\_\_\_

**OKLAHOMA ALCOHOLIC BEVERAGE LAWS ENFORCEMENT COMMISSION**

**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 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**

OKLAHOMA ALCOHOLIC BEVERAGE LAWS ENFORCEMENT COMMISSION

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**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

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

ALCOHOLIC BEVERAGE LAWS ENFORCEMENT COMMISSION

SUBSEQUENT EVENT

Page 6

10/31/15

**SUB-Page 7**

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 6 for signage).

Signature:

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

Signature:

\_\_\_\_\_ Date: \_\_\_\_\_  
(Applicant Contact Person)