



Ohio Department of Commerce - Division of Liquor Control  
 6606 Tussing Road, P.O. Box 4005  
 Reynoldsburg, Ohio 43068-9005  
 Telephone No. (614) 387-7407  
<http://www.com.ohio.gov/liqr>

**F-1 PERMIT APPLICATION**  
**Three-Day Privilege for Special Functions**  
**Filing Fee - \$250.00**

**APPLICATION MUST BE FILED AT LEAST THIRTY (30) DAYS PRIOR TO THE DATE OF FUNCTION.**

Section 4303.201(A) As used in this section:

(1) "Convention facility" means any structure owned or leased by a municipal corporation or county which was expressly designed and constructed and is currently used for the purpose of presenting conventions, public meetings, and exhibitions.

(2) "Nonprofit organization" means any unincorporated association or nonprofit corporation that is not formed for the pecuniary gain or profit of, and whose net earnings or any part thereof is not distributable to, its members, trustees, officers, or other private persons; provided, that the payment of reasonable compensation for services rendered and the distribution of assets on dissolution shall not be considered pecuniary gain or profit or distribution of earnings. In an association or corporation all of whose members are nonprofit corporations, distribution of earnings to member organizations does not deprive it of the status of a nonprofit organization.

(B) An F-1 permit may be issued to any nonprofit organization to allow the nonprofit organization and its members and their guests to lawfully bring beer, wine, and intoxicating liquor in its original package, in flasks, or other containers into a convention facility for consumption therein, if both of the following requirements are met:

(1) The Superintendent of liquor control is satisfied the organization meets the definition of a nonprofit organization as set forth in division (A)(2) of this section,

the non-profit organization's membership includes persons residing in two or more states, and the organization's total membership is in excess of five hundred. The Superintendent of liquor control may accept a sworn statement by the president or other chief executive officer of the nonprofit organization as proof of the matters required in this division. (2) The managing official or employee of the convention facility has given his written consent to the use of the convention facility and to the application for the F-1 permit, as shown in the nonprofit organization's application to the Superintendent of liquor control. (C) The Superintendent of liquor control shall specify individually the effective period of each F-1 permit on the permit, which shall not exceed three days. The Superintendent of liquor control shall prepare and make available application forms to request F-1 permits and may require applicants to furnish such information as he determines to be necessary for the administration of this section. (D) No holder of an F-1 permit shall make a specific charge for beer, wine, or intoxicating liquor by the drink, or in its original package, flasks, or other containers in connection with its use of the convention facility under the permit.

**TYPE OR PRINT PLAINLY**

**ALL QUESTIONS MUST BE ANSWERED**

**SECTION (A):**

Full Name of Non-Profit Organization: _____			
Address of Organization: _____	City: _____	State <b>OHIO</b>	Zip Code: _____
Name of Convention Facility where Function will be held: _____			
Address of Convention Facility: _____		Township (if outside city limits): _____	
City: _____		Zip Code: _____	
List President or Chief Executive Officer of Organization: _____			
Phone # - (where officer may be contacted between 8:00 a.m. - 4:30 p.m.): _____			
Date and Time Function Will <b>Begin</b> :	Date Function <b>Begins</b> : _____	Time Function <b>Begins</b> : _____	<input type="checkbox"/> am <input type="checkbox"/> pm
Date and Time Function Will <b>End</b> :	Date Function <b>Ends</b> : _____	Time Function <b>Ends</b> : _____	<input type="checkbox"/> am <input type="checkbox"/> pm
<b>Mail and/or Fax Permit and Correspondence To:</b>			
Name: _____		Street Address: _____	
State: _____		City: _____	
State: _____	Zip Code: _____	Phone #: _____	Fax #: _____

**FOR OFFICE USE ONLY**

	Reviewer Action:	Remarks:

**SECTION (B):**

1. What municipal corporation or county owns or leases the convention facility? \_\_\_\_\_
2. Is the facility currently used for conventions, public meetings, and exhibitions? \_\_\_\_\_
3. Is applicant a non-profit organization?  YES  NO
4. IF YES, as a non-profit organization, applicant is:  Unincorporated Association  Non-Profit Corporation
5. Do members of your organization reside in two or more states?  YES  NO
6. Is your organization's total membership in excess of 500 persons?  YES  NO

**SECTION (C): NOTIFICATION OF CHIEF PEACE OFFICER - This portion must be completed by the Chief Peace Officer in the municipality or township where this function will be held indicating that he/she has been notified of the date, time, place and duration of the event. (If the township does not have a Chief Peace Officer, the County Sheriff's Department must be notified. NOTE: (In signing this form, the Chief Peace Officer is merely acknowledging receipt of notification of the event and not giving their approval or consent on behalf of the political subdivision).**

I, \_\_\_\_\_ the Chief Peace officer of \_\_\_\_\_  
 (Name) (City, Township or County)

do hereby acknowledge notification that \_\_\_\_\_ will hold a special function at which alcoholic  
 (Full Name of Organization)

beverages will be sold on \_\_\_\_\_ between the hours of \_\_\_\_\_ am/pm and \_\_\_\_\_  
 (Date) (Time) (Time)

at \_\_\_\_\_  
 (Street Address Will Function Will Be Held)

\_\_\_\_\_  
 (Signed) (Title) (Date)

**SECTION (D): CONSENT TO F-1 APPLICATION AND USE OF CONVENTION FACILITY**

I, \_\_\_\_\_, managing official of the \_\_\_\_\_  
 (print name) (please print)

\_\_\_\_\_ convention facility hereby give my written consent to the use of the convention facility  
 and to the applicant for the F-1 permit as shown in this application.

\_\_\_\_\_  
 (Signature and Title of Managing Official of Convention Facility)

**THE FOLLOWING MUST BE COMPLETED BY THE PRESIDENT OR CHIEF EXECUTIVE OFFICER OF THE NON-PROFIT ORGANIZATION**

State of Ohio, \_\_\_\_\_ County, ss  
 \_\_\_\_\_,  
 (Print name of President or Chief Executive Officer), being first duly sworn, according to law, deposes and says that he is

President or Chief Executive Officer of \_\_\_\_\_  
 (Name of Organization, etc)

a non-profit organization with more than 500 members residing in two or more states; that applicant will make no charge for alcoholic  
 beverages in connection with its use of the Convention facility; and that the statements and answers made in the foregoing application are true.

\_\_\_\_\_  
 (Signature of Officer)

NOTE: DELIBERATE FALSIFICATION OF ANY OF THE INFORMATION ON THIS APPLICATION CAN RESULT IN THE DIVISION'S REFUSING TO ISSUE THE PERMIT.

**TO BE COMPLETED BY NOTARY PUBLIC:**

Sworn to before me and subscribed in my presence this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
 Notary Public Notary Expiration