

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-3 PERMIT APPLICATION

THE FEE FOR AN F-3 PERMIT IS \$300.00

An F-3 permit may be issued to a non-profit organization of 250 or more members whose primary purpose is to support, promote, and educate members of the beer, wine, or mixed beverage industry. An F-3 permit allows the organization to bring beer, wine, or mixed beverages in their original packages or containers into a convention facility or hotel, not for sale, for consumption in the facility or hotel for a period not to exceed five days.

SECTION (A) PROPOSED F-3 PERMIT PREMISES INFORMATION

Name of Organization: _____

Name of Hotel or Convention Facility: _____

Street Address: _____

Township (if outside city limits): _____

City: _____

Zip Code: _____

County: _____

Mail and/or Fax Permit and Correspondence To:

Name: _____ Street Address: _____ City: _____
 State: _____ Zip Code: _____ Phone #: _____ Fax #: _____

Individual responsible for the compliance with Ohio's liquor laws in conjunction with the sale and consumption of alcoholic beverages:

Name: _____ Title: _____
 Phone #: _____

Date and Time Function Will **Begin**: _____ Date Function **Begins**: _____ Time Function **Begins**: _____ am pm

Date and Time Function Will **End**: _____ Date Function **Ends**: _____ Time Function **Ends**: _____ am pm

SECTION (B) APPLICANT/ORGANIZATION INFORMATION

NOTE: FAILURE TO PROVIDE THE FOLLOWING INFORMATION WILL RESULT IN THE IMMEDIATE REJECTION OF THIS APPLICATION

1. List Total Membership of Organization: _____

2. What is the Organization's Non-Profit Tax Exempt Certificate #: _____

3. Please provide the Top Four Officers of the Organization:

Name:	Title:	Name:	Title:
Residence Address:		Residence Address:	
Phone:		Phone:	
Name:	Title:	Name:	Title:
Residence Address:		Residence Address:	
Phone:		Phone:	

FOR OFFICE USE ONLY

Taxing District	Reviewer Action:	Remarks:
Permit Number		
Receipt #		

SECTION (C)

ORGANIZATION INFORMATION

1. Please describe the organization's purpose: _____

2. Please describe the organization's purpose for the event: _____

SECTION (D)

THE FOLLOWING MUST BE COMPLETED BY THE APPLICANT(S):

State of Ohio, _____ County, ss

I/We _____, being first duly sworn, according to law, depose
(Print Name and Title)

and say that I/We are at least twenty-one (21) years of age and the statements and answers made in the foregoing application are true

(Signature of Officer of Organization)

(Title of Officer of Organization)

(This portion to be completed by Notary Public)

Sworn to before me and subscribed in my presence this _____ day of _____, 20_____.

Notary Public

Expiration Date

**TO ENSURE THAT THIS APPLICATION IS PROCESSED AS QUICKLY AS POSSIBLE,
PLEASE SUBMIT THE FOLLOWING ALONG WITH THIS COMPLETED,
SIGNED, AND NOTARIZED APPLICATION**

- ◆ \$300.00 Permit Fee
- ◆ Completed & signed Consent Form
- ◆ Completed and signed "Diagram of Permit Premises for F-3 Liquor Permit" form and any attachments.
- ◆ Explanation of any officer's conviction for any felony or misdemeanor, if applicable.
- ◆ Current Certificate of Good Standing from the Ohio Secretary of State's Office indicating the organization's Not-for-Profit status.

DIAGRAM OF PROPOSED PERMIT PREMISES FOR "F-3" LIQUOR PERMIT

THIS DOCUMENT MUST BE COMPLETED IN ORDER TO OBTAIN YOUR TEMPORARY PERMIT

Every applicant for an F-3 liquor permit must submit, with the application, a **diagram of the premises where alcoholic beverages will be consumed. If the diagram is not included, the application will be returned to the applicant.** The diagram can be submitted in the space provided below or on a separate sheet **and signed by the person who prepared the diagram or the applicant.**

The diagram must identify the room(s) in which alcoholic beverages will be consumed.

**DIAGRAM MUST APPEAR IN THE SPACE BELOW, OR
INDICATE ATTACHED SHEET**

Signature of person who prepared diagram

Print Name

Title

Phone #

CONSENT TO/NOTIFICATION OF F-3 LIQUOR PERMIT

CONSENT OF HOTEL OR CONVENTION FACILITY

The _____ hereby grants consent for the use of a portion of
(name of hotel or convention facility)
the property located at _____ to _____
(address of hotel or convention facility) (name of organization)

to conduct a function: beginning _____ at _____ am pm
(Date Function Begins) (Time Function Begins)
and ending _____ at _____ am pm
(Date Function Ends) (Time Function Ends)

Check all that are applicable and complete

- This hotel or convention facility is a liquor permit premises, permit number _____. The hotel or convention facility will suspend those permit privileges in the portion of the hotel or convention facility where the F-3 liquor permit event will take place, as that portion is indicated on the "Diagram of Proposed Permit Premises for F-3 Liquor Permit."
- This hotel or convention facility is not a liquor permit premises.
- This hotel has at least fifty rooms for registered transient guests and is licensed pursuant to R.C. 3731.03.

(Signature of general manager or equivalent officer)

(Title)

(Print Name)

(Day time telephone number)

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 they have 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 accordingly.)

I, _____ the Chief Peace Officer of _____
(Name) (City, Township, or County)
do hereby acknowledge notification that _____ will hold a special function
(Full name of organization)
at the address of _____, at which alcoholic beverages will be consumed, beginning
(Street Address Where Function Will Be Held)
at _____ on _____, and ending at _____ on _____,
(beginning time) (beginning date of function) (ending time) (ending time of function)

In signing this form, the Chief Peace Officer is merely acknowledging receipt of notification of the event and not giving their approval of or consent to the event on behalf of the political subdivision.

(Signature of Chief Peace Officer)

(Title)

(Date)