

F-4 PERMIT APPLICATION

An F-4 permit may be issued to an association or corporation organized not-for-profit in this state to conduct an event that includes the introduction, showcasing, or promotion of Ohio wines. An F-4 permit allows the association or corporation to furnish at no charge, 2 oz. samples and to sell by the glass, for on premises consumption, wine provided by at least three A2 permit holders who sell Ohio wine. The participating A2 permit holders may sell wine that they have manufactured, in sealed containers for consumption off the premises, until 1 AM for a period not to exceed three days.

**APPLICATION MUST BE FILED 30 DAYS PRIOR TO EVENT
 THE FEE FOR AN F-4 PERMIT IS \$60.00 PER DAY**

SECTION (A) PROPOSED F-4 PERMIT PREMISES INFORMATION

Name of Association or Corporation:			
Name of Event:			
Event 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:
Date and Time Function Will Begin :	Date Function Begins :	Time Function Begins :	_____ <input type="checkbox"/> am <input type="checkbox"/> pm
Date and Time Function Will End :	Date Function Ends :	Time Function Ends :	_____ <input type="checkbox"/> am <input type="checkbox"/> pm

SECTION (B) APPLICANT/ORGANIZATION'S INFORMATION

1. List the Organization's non-profit Charter/Registration number from the Ohio Secretary of State's office _____			
2. 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. Is the event coordinated by your association or corporation? YES NO
- 2. Will your association or corporation be responsible for the activities at the event? YES NO
- 3. Is your intent to introduce, showcase, or promote Ohio wines to persons who attend the event? YES NO
- 4. Provide the name, address and permit number of at least three A2 permit holders participating in the event (use additional sheet if necessary)

1) Name: _____ Address: _____ Permit # _____
 City, State, & Zip: _____

2) Name: _____ Address: _____ Permit # _____
 City, State, & Zip: _____

3) Name: _____ Address: _____ Permit # _____
 City, State, & Zip: _____

SECTION (D) - Applicant's Signature & Notarization:

State of Ohio, _____ County, ss

I, _____ being first duly sworn, according to law, depose and say that the statements
(Please Print)
and answers made in the foregoing application are true.

 (Signature of Individual, Partner, Officer, Managing Member, or 5% or more Stockholder or Member) (Title) (Date)

 (Residence Address) (City) (State) (Zip Code) (Area Code & Telephone Number)

(To be completed by Notary Public)

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

 (Notary Public) (Notary Expiration)

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

- ◆ \$60.00 Permit Fee per each day of the event
- ◆ Completed & signed Consent Form
- ◆ Completed and signed "Diagram of Permit Premises for F-4 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.
- ◆ You must provide on this application, under Section C at least three A2 permit holders that will participate in this event.

OHIO DEPARTMENT OF COMMERCE
DIVISION OF LIQUOR CONTROL
6606 Tussing Road, P.O. Box 4005, Reynoldsburg, Ohio 43068-9005
CONSENT TO / NOTIFICATION OF F-4 LIQUOR PERMIT

Section F. (Completed by Applicant): TEMPORARY PERMIT FUNCTION INFORMATION

The _____
(Full Name of Organization [this must be same as what is listed on Application])

will be conducting an event at the location of _____
(Location or Street address where function held [this must be same as what is listed on Application])

and has applied for an "F-4" class temporary liquor permit to allow 2 oz. samples and sale of wine:

beginning _____ at _____ am pm
(Date Function Begins) (Time Function Begins)

and ending _____ at _____ am pm
(Date Function Ends) (Time Function Ends)

Section G. (Completed by Property Owner): CONSENT OF REAL PROPERTY OWNER INFORMATION

If applicant is owner of real property mark box, and sign below.

I/We, being the owner of the realty located at the address mentioned in Section A. above, do hereby acknowledge notification that the Organization listed above will hold a special function on the dates specified by signing below.

X _____
(Signed - Real Property Owner) (Print Name of Real Property Owner) (Date)

(Street Address of Real Property Owner) (City, State, and Zip Code) (Telephone Number)

Section C. (Completed by Chief Peace Officer): NOTICE TO CHIEF PEACE OFFICER (City/Township Police, OR County Sheriff)

This portion must be signed by the Chief Peace Officer in the municipality or the 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 Office must be notified accordingly.)

I, being the Chief Peace Officer of the City, Township or County where the function listed above in "Section A" will be held, acknowledges that I have received notification that the Organization listed above will hold a special function on the dates specified, by signing below.

X _____
(Signed) (Title) (Check the box that applies) (Date)

City Police
Twp Police
County Sheriff

(Print Name)

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

SECTION (H)

DIAGRAM OF PROPOSED PERMIT PREMISES FOR "F-4" LIQUOR PERMIT

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

If the diagram is not included, the application will be returned to the applicant. Every applicant for an F-4 liquor permit must submit with the application a diagram of the premises where alcoholic beverages will be consumed. The diagram must be submitted in the space provided below or on a separate sheet, and must be 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 #



Ohio Department of Commerce
 Division of Liquor Control
 6606 Tussing Road, Reynoldsburg, Ohio 43068-9005

**AFFIDAVIT AND MEMORANDUM OF AGREEMENT
 BETWEEN TEMPORARY PERMIT HOLDER & RETAIL PERMIT HOLDER**

(To be completed by Retail Permit Holder)

The State of Ohio, _____ County, ss.

I/We _____
(Name [not DBA Name] Listed on Issued Retail Permit)

issued retail permit holder # _____ being first duly sworn,
(Issued Liquor Permit #)

according to law, depose and say that I/We agree to not utilize our permit privileges at the same time and place where the temporary permit organization function listed on page 1 of this application will be held,

From: _____ / _____ / _____ To: _____ / _____ / _____
MONTH DAY YEAR MONTH DAY YEAR

(Signature of Officer, Shareholder or LLC Member of Issued Permit on Record with the Division of Liquor Control) _____
(Title)

(Print Name of Officer, Shareholder of LLC Member of Issued Permit) _____
(Day Time Telephone Number)

(Residence Address) _____
(City) _____
(State) _____
(Zip Code)

Sworn to and subscribed before me this _____ day of _____, 20 _____

(Notary Public Signature) _____
(Notary Expiration Date)

(Notary - Please Print Name or Affix Seal/Stamp)