



OHIO DEPARTMENT OF COMMERCE, DIVISION OF LIQUOR CONTROL  
 6606 TUSSING ROAD  
 REYNOLDSBURG, OHIO 43068-9005  
 Telephone No. (614) 387-7407  
 Fax No. (614) 644-6965  
<http://www.com.ohio.gov/liqr>

# F PERMIT APPLICATION FILING FEE \$40.00

Five-Day Privilege for Special Functions - Valid for the Sale of BEER ONLY, Until 1:00 a.m.

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

**§ 4303.20 F permit.** Permit F may be issued to an association of ten or more persons, a labor union, or a charitable organization, or to an employer of ten or more persons sponsoring a function for the employer's employees, to purchase from the holders of A-1 and B-1 permits and to sell beer for a period lasting not to exceed five days. No more than two such permits may be issued to the same applicant in any thirty-day period. The special function for which the permit is issued shall include a social, recreational, benevolent, charitable, fraternal, political, patriotic, or athletic purpose but shall not include any function the proceeds of which are for the profit or gain of any individual. The fee for this permit is forty dollars.

**CAREFULLY READ THE GENERAL INSTRUCTIONS FOR FILING AN F APPLICATION - ON PAGE 5**

TYPE OR PRINT PLAINLY		ALL QUESTIONS MUST BE ANSWERED	
Name of Non-Profit Organization (Exact Name must be uniform on all documents - please do not abbreviate)			
Street Address (Where Function Will Be Held - BE SPECIFIC & must be uniform on all documents - For Street Closures see Address Addendum -Page 1(A))			
Township (Only if outside city or village limits)	City	State <b>OHIO</b>	Zip Code
County:			
<b>Mail and/or Fax Permit and Correspondence To:</b> Name:			
Street Address:	City:	State:	Zip Code:
Phone #:	Fax #:		
Email Address: <span style="float: right;">(Note: This is for notification purpose only - NOT for emailing correspondence)</span>			
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 <b>Begin:</b>	Date Function <b>Begins:</b> _____ (Month/ Day/ Year)	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> _____ (Month/ Day/ Year)	Time Function <b>Ends:</b> _____	<input type="checkbox"/> am <input type="checkbox"/> pm
Please check what type of organization:			
<input type="checkbox"/> Association of ten or more persons	<input type="checkbox"/> Employer of ten or more persons sponsoring a function for his employees, except for a manufacturer or wholesale distributor of alcoholic beverages (not open to the public)	<input type="checkbox"/> Labor Union	
<input type="checkbox"/> Charitable Organization			
The Division of Liquor Control does not regulate or advise individuals regarding gambling in conjunction with the issuance of an F permit. Any question regarding gambling should be directed to the <b>Ohio Attorney General's Office, Charitable Gaming Section, 150 East Gay Street, 23rd Floor, Columbus, OH 43215 at (614) 466-3181.</b>			

**FOR OFFICE USE ONLY**

Taxing District	Remarks:	Reviewer Action:
Permit Number		
Receipt #		



1. What is the purpose of the event? \_\_\_\_\_

**(NOTE: The proceeds of the function shall not be used for the profit or gain of any individuals).**

2. Will 100% of the proceeds, less expenses, from the applicant's sale of alcoholic beverages either be retained by the applicant or distributed by the applicant for non-profit social, recreational, benevolent, charitable, fraternal, political, patriotic or or athletic purposes?  YES  NO

If "NO", please give detailed explanation: \_\_\_\_\_  
\_\_\_\_\_

3. Will any individual or for profit association, corporation, or other legal entity receive any percentage of the proceeds after expenses from the event for which you are requesting the F permit?  YES  NO

If "YES", please explain, identifying share of profit or gain each person/party will receive:  
\_\_\_\_\_

4. Will the members of the applicant organization coordinate and operate the event and conduct the sale of alcoholic beverages?  YES  NO

If "NO", please submit a detailed explanation of the non member involvement and their financial compensation.

5. Give the name and address of the brewer or distributor from whom beer will be purchased.  
\_\_\_\_\_  
\_\_\_\_\_

The Division of Liquor Control does not regulate or advise individuals regarding gambling in conjunction with the issuance of an F permit. Any question regarding gambling should be directed to the **Ohio Attorney General's Office, Charitable Gaming Section, 150 East Gay Street, 23rd Floor, Columbus, OH 43215 at (614) 466-3181.**

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

STATE OF OHIO, \_\_\_\_\_ COUNTY, ss

I/We \_\_\_\_\_ being first duly sworn, according to law, depose and say that the statements and answers made in the foregoing application are true, and say that I/We are at least twenty-one years of age and the statements and answers made in the foregoing application are true. I hereby acknowledge that I/We are required by law to be responsible for any conduct that violates laws pertaining to the sale of alcoholic beverages.

**FALSIFICATION OF ANY OF THE INFORMATION ON THIS APPLICATION CAN RESULT IN THE DIVISION'S REFUSING TO ISSUE THIS PERMIT AND WILL BE PUNISHABLE TO THE FULLEST EXTENT OF THE LAW**

\_\_\_\_\_  
**(Signatures of Officer of Association, Lodge or Corporation) (Title) (Print Name)**

\_\_\_\_\_  
**(Residence Address) (City) (State) (Zip Code) (Telephone Number)**

**(This portion to be completed by Notary Public)**

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

\_\_\_\_\_  
*(Notary Public) (Notary Expiration)*

\_\_\_\_\_  
*(Notary - Please Print Name and Affix Seal/Stamp)*



OHIO DEPARTMENT OF COMMERCE  
DIVISION OF LIQUOR CONTROL

6606 Tussing Road, P.O. Box 4005, Reynoldsburg, Ohio 43068-9005

**TENANCY & POLICE NOTIFICATION FORM FOR TEMPORARY PERMIT**

**Section A. (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" class temporary liquor permit to allow the sale of beer:

beginning \_\_\_\_\_ at \_\_\_\_\_  am  pm  
(Date Function Begins - Month/Day/Year) (Time Function Begins)

and ending \_\_\_\_\_ at \_\_\_\_\_  am  pm  
(Date Function Ends - Month/Day/Year) (Time Function Ends)

**Section B. (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.

City Police   
Twp Police   
County Sheriff

X \_\_\_\_\_  
(Signed) (Title) (Check the box that applies) (Date)

\_\_\_\_\_  
(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.



## DIAGRAM OF PERMIT PREMISES FOR TEMPORARY PERMIT

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

Section 4301.62 ("open container statute") prohibits anyone from possessing an open container of any alcoholic beverage outside of the area defined as permit premises. Whoever violates this statute is guilty of a MISDEMEANOR of the first degree. Any alcoholic beverage must be both sold and consumed within the defined permit premises.

It is required that every applicant for an F or F2 permit submit with the application a **diagram of the premises where alcoholic beverages will be sold and consumed. If the diagram is not included, the application will be returned to the applicant.** 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.**

**FOR EVENTS HELD INDOORS:** Diagram must identify the room(s) and/or building in which the alcoholic beverages will be sold and consumed.

**FOR EVENTS HELD ENTIRELY or PARTIALLY OUTDOORS:** Diagram must show shape and measured dimensions of the area to be used. Location of barriers must be shown, and an explanation of the type of barriers given (e.g. chain link fence, snow fence, brick wall, rope, etc.) which will separate permit premises from other areas which are not permit premises.

**DIAGRAM MUST APPEAR IN THE SPACE BELOW**

Signature of Person who prepared diagram or applicant

## GENERAL INSTRUCTIONS FOR FILING "F" APPLICATIONS

The "F" permit may be issued to any association of ten or more persons, labor union, charitable organization, or to an employer of ten or more persons sponsoring a function for his employees to sell beer only. An "F" permit is effective for not more than five (5) days for the sale of beer only until 1:00 a.m. No more than two (2) "F" permits may be issued to the same applicant in any thirty (30) day period.

The special function for which the permit is issued shall include a social, recreational, benevolent, charitable, fraternal, political, patriotic, or athletic purpose but shall not include any function the proceeds of which are for the profit or gain of any individual.

### APPLICATION WILL NOT BE ACCEPTED WITHOUT THE FOLLOWING REQUIRED DOCUMENTS

1. Forty (\$40.00) dollar filing fee. Make check payable to the Division of Liquor Control. **Please do not mail cash.**
2. Letter of approval from Fair Board if function is to be held on county fairgrounds.
3. Division of Liquor Control Form 4221, Consent of Real Property Owner/Notification of Chief Peace Officer.
4. Copy of diagram of permit premises, (Form DLC 4221) denoting areas where beer will be consumed.
5. If the event is on the premises of a retail permit holder (liquor license holder) you must have the retail permit holder complete Page 6, a notarized affidavit, signed by an officer/owner of the retail permit, stating they will not utilize their permit privileges at the same time and place as the temporary event.
6. If there will be any type of street/alley, or public sidewalk closure, you must submit an acknowledgement from the legislative or local police authority in control authorizing such closure.

### WARNINGS

- Applicant must be at least twenty-one (21) years of age.
- Section 4301.24 of Ohio Revised Code prohibits any manufacturer or wholesale distributor from aiding or assisting any retail permit holder by gift or loan of any money or property of any description or other valuable thing; and it prohibits any retail permit holder from accepting same. THIS MEANS A WHOLESALE DISTRIBUTOR MAY NOT AID THE PERMIT HOLDER IN ANY WAY, EITHER FINANCIALLY OR BY ADVERTISING THE FUNCTION COVERED BY THIS APPLICATION; AND THE PERMIT HOLDER MAY NOT ACCEPT SUCH ASSISTANCE FROM THE WHOLESALE DISTRIBUTOR.
- An "F" permit holder must purchase all alcoholic beverages from a wholesale distributor or brewer.
- It is illegal to allow a patron to remove any alcoholic beverage from or to consume it off the premises designated on your permit.
- It is illegal for any person under the age of twenty-one (21) to purchase or consume alcoholic beverages. It is the permit holder's responsibility to obtain proper identification.



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 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)*