

**APPLICATION FOR TEMPORARY ALCOHOLIC BEVERAGE PERMIT
INSTRUCTIONS**

1. Answer all questions correctly and in full. **PLEASE PRINT IN INK OR TYPE.**
NOTE: FORMS MUST BE NOTARIZED PRIOR TO SUBMITTING.

***APPLICATION MUST BE ACCOMPANIED BY CRIMINAL BACKGROUND
INVESTIGATION (FORMS AND INSTRUCTIONS ENCLOSED) or HAVE BEEN TO
LIVESCAN FOR CRIMINAL BACKGROUND RESULTS.***

2. Permit fee is **\$50.00 per permit** type for **each** point of sale (NO CASH). Permit may be issued for a period of time not to exceed five (5) consecutive days. Events held only on weekends will need to add Friday to the request and be approved, to allow delivery or pick up of the alcohol products from an Arkansas wholesaler.
3. Any building or area already permitted for the sale of any type of alcoholic beverage is not a qualified location for a temporary permit.
4. The event must be held in an area which is legally authorized for the sale of alcoholic beverages of the type you wish to serve; and, a diagram (layout) of the location sought to be covered by the permit(s) should be submitted, indicating the points of sales.
5. Applicant must be a citizen of the United States, or a permanent resident alien, and a resident of Arkansas. Applicant must also be a resident of the county in which application has been made or live within 35 miles of the premises to be permitted.
6. This application must be submitted at least three (3) weeks prior to the first date of the event to allow for sufficient processing time. **You must provide approval of the event by the Chief of Police if the event site is within the city limits, or the County Sheriff if the event site is outside the city limits. Form provided on backside of application.**

***NOTE: APPLICATION MAY NOT BE ACCEPTED IF RECEIVED LESS THAN
FIVE (5) WORKING DAYS PRIOR TO THE EVENT.***

7. Submit a copy of the Articles of Incorporation for the benefiting organization. If benefiting organization is national in scope; proof of its local affiliation must be submitted.
8. If applicant organization is not the owner of the premises, a letter of authorization for use of premises must be submitted from the property owner. This letter should describe the premises, authorize its use for the sale of alcoholic beverages and state the date(s) and time(s) for such authorized use.
9. The enclosed memo to applicants and guidelines for temporary permit applicants must be read, signed, and returned with your application.
10. All sponsoring organizations must obtain a Sales and Use Tax permit for this "Special Event" and provide a copy to our office, contact Ebony Watson at 501-682-1175.

MAIL DIRECTLY TO: **Alcoholic Beverage Control Division
101 East Capitol, Suite 401
Little Rock, Arkansas 72201**

APPLICATION FOR TEMPORARY ALCOHOLIC BEVERAGE PERMIT

QUALIFICATION REQUIREMENTS

In order to qualify as a non-profit or charitable organization for the purpose of obtaining a "temporary" permit, each of the following requirements must be met:

1. Applicant organization or benefiting non-profit or charitable organization must be an Arkansas chartered organization, or a national organization with affiliation in Arkansas.
2. If charitable or non-profit organization is not the applicant, then **at least twenty-five percent (25%)** of the gross proceeds from the sale of alcoholic beverages must benefit a charitable or non-profit organization that meets the requirement of #1 above. The percentage of gross proceeds from alcoholic beverage sales going to the benefiting organization must be shown in the application for this permit.
3. Any non-profit organization that presently holds a private club permit, or any alcoholic beverage retail permit, is not a qualified organization for purposes of obtaining or benefiting from a temporary alcoholic beverage permit.

**STATE OF ARKANSAS
ALCOHOLIC BEVERAGE CONTROL DIVISION**

APPLICATION FOR TEMPORARY PERMIT (Check All That Apply)

- ☐ Restaurant Wine ☐ Retail Beer ☐ Spirituous Beverage
- ☐ Hard Cider

STATE SALES TAX ID NUMBER: _____

Sponsoring Organization _____

Applicant's Name _____
First Middle Last

Applicant's Home Address _____
Street Address City Zip County

Address for which
permit is requested _____
Street Address City Zip County

A SEPARATE PERMIT AND FEE IS REQUIRED FOR EACH ALCOHOLIC BEVERAGE POINT OF SALE (BOOTH). HOW MANY BOOTHS ARE YOU REQUESTING TO BE PERMITTED AT THIS ADDRESS? _____

Is requested address inside the city limits OR in the county? _____

Describe type event to be held (dance, festival, concert, supper, etc.): _____

Date function begins _____ Date function ends _____

Signature of Applicant

What non-profit or charitable organization will benefit from the issuance of this permit?

(Enclose a copy of the Articles of Incorporation for this organization)

Give percentage of gross proceeds from alcoholic beverage sales which will benefit non-profit or charitable organization: _____

(SEE REVERSE SIDE)

Signature of Officer of Benefiting Organization

This portion of the application is to be completed by the Chief of Police, if the application for this permit is inside a city or town, or the Sheriff, if outside a city or town.

I realize that Temporary "Picnic" Permits are to be issued only for the benefit of non-profit or charitable organizations. I also realize that a "Picnic" permit may not be issued for more than five (5) consecutive days.

I recommend that the application be: GRANTED _____ DENIED _____

Reasons for denial: _____

Signature of Chief of Police

Please Print Name

Contact Telephone Number

Date

Signature of Sheriff

Please Print Name

Contact Telephone Number

Date



SCHEDULE A - TO BE USED BY INDIVIDUALS IN CONNECTION WITH APPLICATION FOR
TEMPORARY PERMITS

I submit answers to the following questions under oath:

1. Name _____ Sex _____ Date of Birth _____
2. Home Address _____ Phone No. _____
Street City Zip
3. Are you a **(CITIZEN)** or **(PERMANENT RESIDENT ALIEN)** of the United States? **CIRCLE ONE**
Social Security No. _____ Green Card No. _____
4. Are you a resident of the county in which application has been made? _____
If not, do you live within 35 miles of the premises to be permitted? _____
5. Have you ever been convicted of a felony? **YES** _____ **NO** _____ If so, give full information

6. Have you been convicted of any violation of any law relating to alcoholic beverages within the
five (5) years preceeding this application? **YES** _____ **NO** _____ If so, give full information

7. Do you presently hold or have you ever held an alcoholic beverage permit(s)? _____ If so, give
name, place, and permit number(s) _____
8. Furnish complete information regarding members of immediate family:

Relationship	Full Name	Address	Occupation
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9. Covering the past five (5) years, give in detail the following:

Your Business or Occupation

Name & Address of Employer

Dates of Employment

I hereby state on oath that I will not sell or offer for sale, possess or permit the consumption on the permitted premises, any kind of alcoholic liquors, the sale or possession of which is not authorized under said permit, and will not allow any such intoxicating liquor having an alcoholic content in excess of that authorized by law, to be kept, stored or secreted in or upon said permitted premises, and that I will not otherwise violate any law of this State or knowingly allow any other person to violate any statute of this State or any regulation promulgated by the Alcoholic Beverage Control Division, relating to alcoholic beverages, while in or upon such premises. I further certify that no manufacturer, distributor, or wholesale dealer in beer, light wine, or intoxicating liquors of any kind shall have any interest, directly or indirectly, in said business, or in the furnishings or fixtures in connection therewith or any lien thereon.

Applicant's Signature

STATE OF ARKANSAS

COUNTY OF _____

Subscribed and sworn to before me this _____ day of _____, _____.

Notary Public

My Commission Expires: _____

Procedure For Criminal History Check

TEMPORARY ABC PERMIT APPLICANTS ONLY

1. The Application for Criminal History Check form must be completed in its entirety. *Please print legibly.* If you wish to go to the Arkansas State Police Headquarters in Little Rock and complete this process in person, the form does not have to be notarized. You will, however, be required to show a state issued photo ID or driver's license.
2. A check or money order in the amount of \$25.00, made payable to the Arkansas State Police, must be included.
3. *If you choose to process this request by mail, a self-addressed envelope with sufficient return postage must be included.*
4. *The original results of the Arkansas State Police background check must be included with your ABC application. Otherwise, your application will not be accepted and will be returned.*

Send requests to:

Arkansas State Police
ATTN: Identification Bureau
1 State Police Plaza Dr.
Little Rock, AR 72209

To contact the Arkansas State Police Identification Bureau, you may call 501-618-8500.

SEE OTHER SIDE FOR APPLICATION

**Application for Criminal History Check
for Temporary Alcoholic Beverage Permit**
(see other side for instructions)

Full Name: _____
Last Name First Name Middle Name

All other names ever used (married names, maiden, shortened, etc) _____

Date of Birth: _____ State of Birth: _____
(Month/Day/Year)

Citizenship: _____ Race: _____ Sex: _____

Eye Color: _____ Hair Color: _____

Height: _____ Weight: _____

Social Security #: _____ Driver's License #: _____
State

Mailing Address: _____
Street City State ZIP

Day Time Phone: _____

I GIVE MY CONSENT FOR THE ARKANSAS STATE POLICE TO CONDUCT A CRIMINAL
RECORD SEARCH ON MYSELF AND RELEASE ANY RESULTS TO THE FOLLOWING
PERSON AND/OR ENTITY:

Name: _____ Phone: _____
Full Name of Person/Entity

Mailing Address: _____
Street City State ZIP

Signature: _____ Date: _____
(First/MI/Last Name) (Month/Day/Year)

For Official Use Only

☐ 82005 Civil Record Check - 80019 FBI Record Check - 80006 FBI Record Check



AUTHORITY TO RELEASE INFORMATION

TO WHOM IT MAY CONCERN:

I understand that the Alcoholic Beverage Control Enforcement Division will conduct a thorough investigation before a final decision is made regarding my eligibility to hold an alcoholic beverage permit. This investigation may include inquiries as to my character, reputation, and the location and feasibility of a permit being issued at the applied for location.

To facilitate this investigation, I do hereby give my consent and authority for any public utility or police agency to furnish information from their records to the Alcoholic Beverage Control Enforcement Division and the Alcoholic Beverage Control Board.

Signature - Full Name

Date

Home Address

City

State

Zip

Mailing Address

City

State

Zip

Contact Phone

Business Phone

E-Mail Address

Sworn and subscribed before me this _____ day of _____, _____.

Notary Public

My Commission Expires: _____

ALCOHOLIC BEVERAGE CONTROL DIVISION

MEMORANDUM

TO: Applicants for Temporary Alcoholic Beverage Permits

FROM: Trent Minner, Director
Alcoholic Beverage Control Division

DATE: October 2, 2023

As an applicant for a temporary alcoholic beverage permit, I would like to call your attention to certain provisions of the Arkansas Code and Regulations of the Arkansas Alcoholic Beverage Control Board which must be observed.

Ark. Code Ann. Sections 3-3-201 and 3-3-202, and Section 3.19(4)A. of the ABC Regulations make it illegal to sell alcoholic beverages to any person who has not attained the age of twenty-one (21) years. Responsibility for establishing proof of age rests with the person selling the beverages, and that person may be arrested and punished by fines ranging from two hundred dollars (\$200) to ten thousand dollars (\$10,000), and/or jailed for a period from one (1) to six (6) years for a conviction for violating these code provisions. Of equal importance, under Sections 3.19(4)A. & B. of the ABC Regulations, a violation occurs if it is found that the temporary permit holder sold, offered for sale, dispensed, gave away, or **allowed the possession or consumption** of any controlled beverages to or by a person under 21 years of age or a person who is intoxicated. New provisions in the law, Act 446 of 1995 and Section 1.85 of the ABC Regulations, require you to post a warning notice, in a conspicuous place at each point of sale, that includes the criminal penalties under Arkansas law for knowingly furnishing or knowingly selling alcoholic beverages to a minor.

Ark. Code Ann. Section 3-3-210 provides that any person who sells alcoholic beverages after midnight on Saturday night (Sunday) and after 1:00 a.m. on week day nights may, upon conviction, be fined up to two hundred fifty dollars (\$250) for a first offense and up to five hundred dollars (\$500) and six (6) months in jail for a second offense.

You are reminded that in addition to the criminal sanctions and monetary fines that may be imposed, this agency may also utilize any past history of ABC violations by permit holders to determine whether or not another temporary permit should be issued in the future.

I certify that I have read and understand my responsibilities under the applicable laws and ABC Regulations as set forth in this memorandum.

NAME: _____ DATE: _____

ORGANIZATION REPRESENTED: _____

GUIDELINES FOR TEMPORARY PERMIT APPLICATIONS

Section 1.22.4 of the ABC Regulations, adopted by the ABC Board in December of 1988, and amended in August of 1993, provides that those individuals or organizations that hold temporary permits may solicit sponsorship monies, promotional items, entertainment items, or other gifts or services from the wholesalers which would otherwise be prohibited by other sections of the ABC Regulations. Solicitation of these sponsorship benefits is available to temporary permit holders only if the opportunity to participate and sell their product of account has been offered to every wholesaler serving the geographical area in which the event is to be held.

If the non-profit organization or charity benefiting from the sales of alcoholic beverages under the temporary permit wishes to enter into an exclusive agreement with a selected wholesaler for the sale of that wholesaler's product of account at the function, then no sponsorship money, promotional items, entertainment items, gifts, services, or any other similar item may be donated to the temporary permit holder by the wholesaler in connection with this event.

In the event that your organization chooses to take advantage of the provisions of Section 1.22.4 of the ABC Regulations, which would allow you to solicit sponsorship assistance from the wholesalers, the following guidelines are being published to assist you in complying with all aspects of the law as you apply for and operate under the temporary permit:

1. Applications for temporary permit, which may be procured from the ABC Division at our offices, should be completed and returned to the office no later than three (3) weeks prior to the date the event will commence.
2. Once a decision has been made to solicit sponsorship assistance, you should contact all licensed wholesalers serving your geographical area to advise them that you intend to have a "sponsored event" and offer to them the right to take part in the sale of alcoholic beverages to your permit during the course of the event. Wholesalers should be given a reasonable time, with a specified deadline, to respond to this offer. This correspondence should be retained for future reference in the event of alleged violations at a later date. (Name and phone numbers of local wholesalers may be obtained from listings in the Yellow Pages of your telephone book.)
3. Wholesalers requesting the right to sell alcoholic beverages to you must be afforded an opportunity to have their products sold at the event on "equal and similar terms" in conformance with the regulations. Each wholesaler requesting its right to have its product sold at a "sponsored event" shall have the right to offer competing brands and have their brand names or logos advertised on **equal terms at the point-of-sale** where the alcoholic beverages are actually sold. Other advertising rights shall be at the discretion of the permittee as hereinafter set forth.

4. Each participating wholesaler may also sponsor other events or receive exclusive promotional or advertising consideration for contributions made to the event as may be arranged between said wholesaler and temporary permit holder. However, under no circumstances shall there be any exclusive arrangements regarding the product sold by any wholesaler in return for sponsorship of an event.
5. A determination of whether or not the products are being sold on "equal and similar terms" shall include but not be limited to such items as the wholesaler's plan to make products available on site to the temporary permittee, the pricing policies of the wholesaler in providing alcoholic beverages to the event and the price at which the alcoholic beverage is sold at the event, the location and positioning of point-of-sale booths at the festival, and any other factors which the Director deems relevant to determining whether or not all wholesalers have been treated under "equal and similar terms". Wholesalers may, however, through prior agreement between all sponsoring wholesalers, modify any of the factors above. **Compliance with Section 1.22.4 is ensured if the product from each participating wholesaler is advertised and offered on equal terms at each point-of-sale at the event for which the temporary permit is held.**
6. A temporary permit holder may choose to sell only keg or "bag in a box" alcoholic beverages at the event without such choice automatically violating the "equal and similar terms" provision of Section 1.22.4 as it pertains to wholesalers who do not offer products in a keg or bag in a box to retail customers. However, if one wholesaler is allowed to sell his product to the permit holder for resale in cans or bottles, all participating wholesalers shall be allowed to sell by can or bottle.
7. Refusal of a wholesaler serving the geographical area in which the permit will be located to provide sponsorship monies or other promotional items shall in no case be grounds for the temporary permit holder to refuse participation in the event to that wholesaler, or limit that wholesaler's right to sell their product in any way. This "right to participate" by a wholesaler is deemed to be forfeited by any wholesaler that does not respond expressing such intent to the applicant prior to any reasonable deadline imposed by the applicant.
8. In no case shall employees and personnel of the wholesalers be involved in the sale or dispensing of alcoholic beverages at the point of-sale. Further, wholesalers may not supply certain items, such as paper cups, free to the temporary permit holder unless the opportunity to participate and sell products as outlined in Section 1.22.4 has been



offered to each wholesaler serving the geographical area in which the event is to be held. Wholesaler employees may, however, provide keg hook-up service, delivery lines, cooling equipment, keg-tapping equipment, and other such items under all circumstances allowed by Section 2.28(4) of the ABC Regulations which relate to setting up the event.

9. Sales of all products are for consumption only on the premises outlined in the application. No sales by the package or individual serving for consumption off the premises shall be allowed.
10. Failure to observe the requirement of dealing with wholesalers on "equal and similar terms", as well as the violation of any other provision of ABC Regulations, may result in sanctions being taken against the sponsor or benefiting organization as provided by law and may be considered in acting on the application for their next temporary permit.

VERIFICATION

I verify that I have read the foregoing guidelines and requirements regarding solicitations from wholesalers of alcoholic beverages, and that I will comply in full with each and every provision of Section 1.22.4 of the ABC Regulations.

I further verify that I understand that violation of the terms and provisions of this regulation and any other provisions of ABC law and regulations, including but not limited to sales of alcoholic beverages to minors or intoxicated persons or sales at prohibited times, may result in disqualification of myself and/or the benefiting organization from further temporary alcoholic beverage permits.

Applicant's Signature

If the application is for a corporation/LLC, anyone who owns more than 5% of interest/shares must submit a Schedule A, Authority to Release and Criminal Background Results; Private Club managing agent is the only individual to submit Schedule A, Authority to Release and Criminal Background Results.

The applicant must meet all the following criteria:

- Be at least 21 years old
- Be an Arkansas resident
- Live in the same county or within 35 miles from the business

We cannot accept applications through email; please mail or hand-deliver all completed applications and supporting documents to the following address:

Alcoholic Beverage Control Division

101 E. Capitol Avenue, Suite 401

Little Rock, AR 72201

Please contact our office at 501-682-1105 with any questions or requests for other types of applications.