



Online Catering Authorization Application Instructions

Licensees with an active Caterer's Permit (Type 58) must obtain authorization from ABC for each catered event. Please see our [Caterer's Permit](#) page for information on caterer's permits, including who is eligible, how to apply, and legal requirements.

To apply online, you must add your license number with an active Type 58 to your Online Services account with a License Administrator role. Please review the License Administrator [Frequently Asked Questions](#) for information about creating an Online Services account with the License Administrator role.

Online Catering Authorization Application Instructions

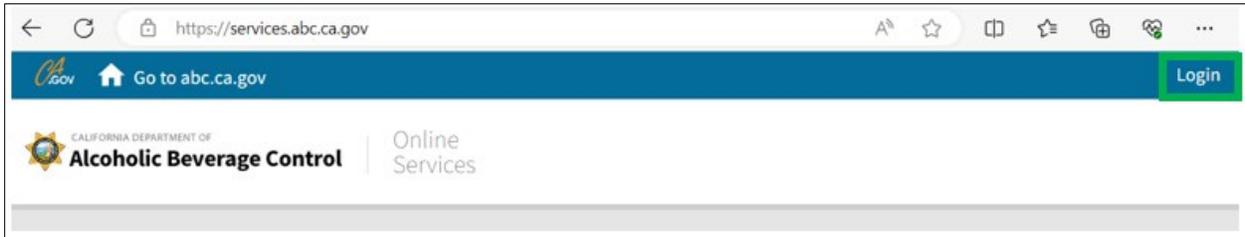
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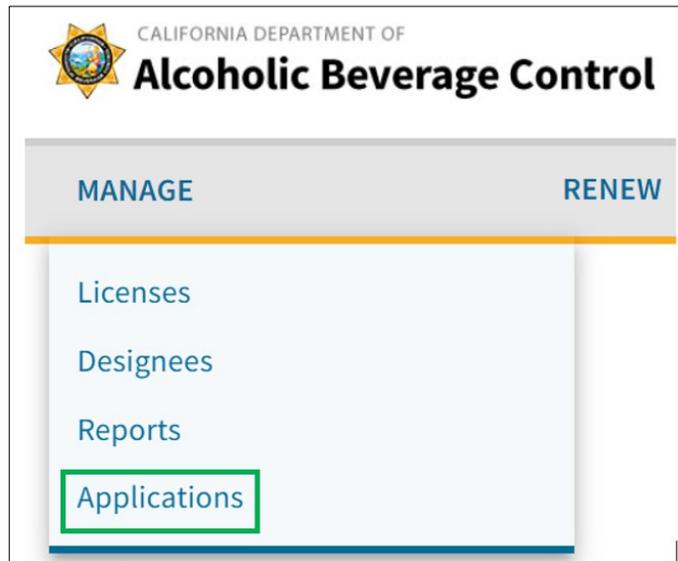
Online Catering Authorization Application Instructions

Apply for a Catering Authorization Application

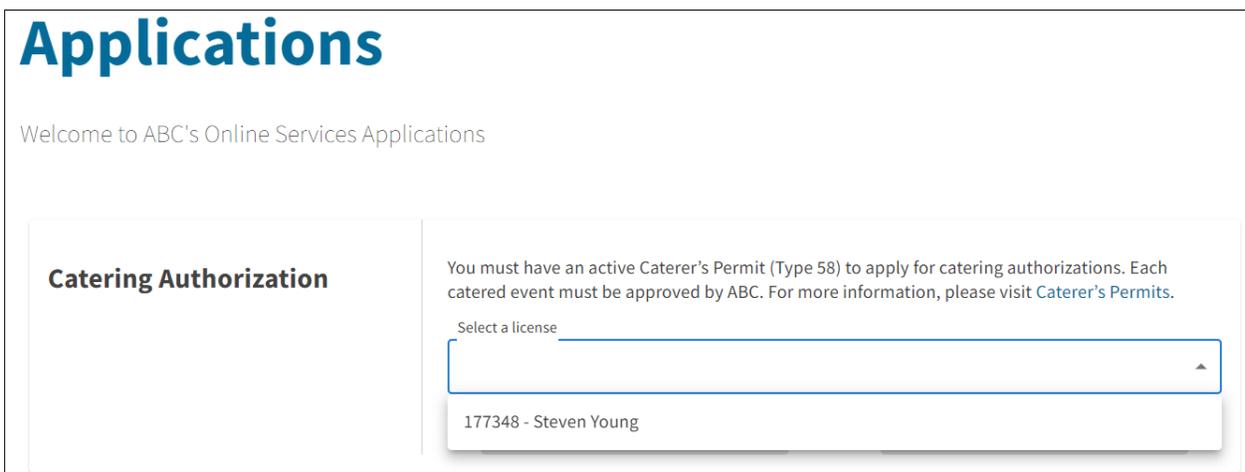
Log in to services.abc.ca.gov



Select **Manage** and click **Applications**.



Select your license number from the Catering Authorization dropdown menu.



Online Catering Authorization Application Instructions

After selecting your license number, click **New Application**.

Applications

Welcome to ABC's Online Services Applications

Catering Authorization

You must have an active Caterer's Permit (Type 58) to apply for catering authorizations. Each catered event must be approved by ABC. For more information, please visit [Caterer's Permits](#).

Select a license

177348 - Steven Young

NEW APPLICATION **VIEW SUBMITTED APPLICATIONS**

License Details

Confirm the license details before proceeding with the application. If the information is not correct, contact your local [district office](#) to update your information.

Catering Authorization Application

License Details

License Administrator:	Steven Young
License Number:	177348
Licensee Name(s):	ABC RESTAURANT
Business Name:	ABC RESTAURANT
Business Address:	3927 LENNANE DRIVE #100, SACRAMENTO, CALIFORNIA, 95834

Event Dates

Select whether your event is a single day or multiday event. An event which ends by 2 a.m. is considered a single day for purposes of your application date and fees. Currently, online applications can only be accept for events with three or fewer consecutive days. If your event is more than three consecutive days, you can submit it as separate events of three or fewer days each.

Select option for single or multiple day event ⓘ *

Single day event Multiday event

Online Catering Authorization Application Instructions

Select your event dates. Your event must be more than five days but not more than 60 days from the date you apply. For events which are more than three days but not more than five days from the date you apply, contact your local [district office](#).

Events which are less than three days from the date you apply may not be processed.

Event Start Date*
02/12/2024 

Event End Date*
02/14/2024 

Event attendance and hours must be the same for each day of the event.

Enter your event start and end time. If it is a multiday event, the start and end time must be the same for each day. If they are not the same, enter each day as a separate event. Alcoholic beverages may not be sold, served, given away, or consumed between the hours of 2 a.m. and 6 a.m. pursuant to Business and Professions Code §§ 25631 and 25632.

Event start time*
04:00 PM 

Time event begins each day.

Event end time*
10:00 PM 

Time event ends each day.

Enter the estimated daily attendance. The application fee is calculated based on the number of people expected to attend each day of the event. If it is a multiday event, the attendance must be the same for each day. If it is not the same, enter each day as a separate event.

Expected daily attendance*
400
Attendance for each day of the event.

Number of Event Days
3

Online Catering Authorization Application Instructions

Contact Information

The contact person should be the person who can answer application and event questions on behalf of the licensee. The contact name and email are populated with the account information for the person entering the application. The name and email can be changed to another person if the person entering the application is not the contact person. Enter the phone number for the contact person.

If the contact person for the application does not have an Online Services account, they will not be able to manage the application online.

Contact Information	
Name  *	Phone *
Steven Young	(916)555-1212
Email *	
stevenyoung@abcrestaurant.com	

Sponsoring Organization Details

Enter the name and address of the person or organization that has hired you to cater the event. Club licenses will automatically have the licensee's name entered as the sponsoring organization. If you have a club license and are not the sponsoring organization, contact your local [district office](#).

Sponsoring Organization Details		
Sponsoring Organization's Name *		
California Community Organization		
<small>The person or organization that has hired the licensee to cater the event.</small>		
Sponsoring Organization's Address		
Address Line 1	Address Line 2	
123 Main Street		
City	State	Zip
Sacramento	California	95814

Person in Charge

If there is a person in charge of answering event questions on behalf of the sponsoring organization, enter their name and phone number.

Online Catering Authorization Application Instructions

Person In Charge	
Name  Bob Day	Phone (916)555-3333

Event Details

Select the event type. If your event type is not listed in the dropdown, you can choose Other and type in the name of your event.

Event Type* Awards Banquet

Select whether or not the event is open to the public.

Is this a public event? *
<input type="radio"/> Yes <input checked="" type="radio"/> No

Event location

Enter the address of the event location. Club licenses will automatically have their address entered. If you have a club license and are requesting authorization for an event at a different location, please contact your local [district office](#).

Event Location	
Address Line 1* 400 Broadway	Address Line 2
City* Sacramento	Zip Code* 95814

Enter a description of exactly where the event will be held (parking lot, office building, residence, county/city park, etc.)

Specific location information Northwest end of the park
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Online Catering Authorization Application Instructions

Enter the number of events you have catered at this event location within this calendar year. There is a limit of 36 catered events per year at any given location. This limit applies to all Caterer's Permits (Type 58), including those held by club licenses (Type 50, 51, 52, and 57). An exception may be made to exceed 36 catered events if the licensee can clearly establish that additional events are in the best interest of the State and necessary to satisfy substantial public demand. Contact your local [district office](#) to request an exception.

Number of events this year *

12

Input the number of events that you have catered at this event location within this calendar year.

Select whether the event is within the city limits.

Is this event located within the city limits? *

Yes No

Select whether any part of the event is being held outdoors.

Is any part of the event being held outdoors? *

Yes No

Disclaimers

Read the disclaimers and check the box to acknowledge you have read and agree.

Disclaimers

Please read the following disclaimers before continuing to pay for your application. You will be able to upload documents after you submit your payment. For more information, please visit [Caterer's Permits](#).

Online Catering Authorization Application Instructions

Pay Now

Review the fee due and click pay now to submit your payment.

Fee Due

Event Start Date	Event End Date	Number of Event Days	Attendance	Amount Due
02/12/2024	02/14/2024	3	400	\$300.00

*Indicates a required field

If you do not complete your payment, your application will not be saved.

Warning ×

You will be taken to the payment portal. If you do not complete the payment, then your application will not be saved and you will need to start a new application.

Are you sure you want to continue?

Online Catering Authorization Application Instructions

Select your payment method and click **Next**. A 2.99% non-refundable convenience fee will be added to all credit card payments.

CALIFORNIA DEPARTMENT OF **Alcoholic Beverage Control** **Online Services**

Payment Method

A 2.99% non-refundable convenience fee will be added to all credit card payments.

* Indicates required field

Payment
Payment ID: 65a5d820897c0d47c21f4
License Number: 177348
Licensee Name(s): ABC RESTAURANT
Payment Type: CATA
Choose Method Of Payment
Pay with new account
<input type="radio"/> Pay by electronic check
<input type="radio"/> Pay by credit card
 
Back Next Exit

Enter your payment information and click **Next**.

CALIFORNIA DEPARTMENT OF **Alcoholic Beverage Control** **Online Services**

Payment Information

* Indicates required field

Billing Address
<input type="checkbox"/> Use Business Name
First Name: Steven
M.I.:
Last Name: Young
*Street Line 1: 3927 Lennane Drive
Street Line 2:
*City: Sacramento
*State: California
*Zip: 95834
*Country: UNITED STATES
Phone: 9165551212
*E-Mail: stevenyoung@abcrestaurant.com
Payment Details
*Payment Amount: 300.00 USD
Convenience Fee: 8.97 USD
Payment Method
*Name on Card: Steven Young
*Card Number: 4111111111111111
*Month: 05
*Expiration Date: 2033
Back Next Exit

Online Catering Authorization Application Instructions

Review your payment information and click **Pay Now**.



CALIFORNIA DEPARTMENT OF
Alcoholic Beverage Control

Online Services

Payment Review

Address
Billing Address: Steven Young 3927 Lennane Drive Sacramento, CA 95834 (916) 555-1212 stevenyoung@abcrestaurant.com
Payment Method
Credit Card  Steven Young x1111 05/33
Payment Amount
Amount: 300.00 USD Convenience Fee: 8.97 USD Total: 308.97 USD

[Back](#) [Pay Now](#) [Exit](#)

When your payment is complete, you can print your payment receipt.

The person who submitted the application and the contact person will receive an email when the application is submitted.

Payment Was Received

A payment was received and is being processed. Your event is not yet approved. ABC will review your application and will advise if your event is approved or denied. Please read the Next Steps.

Date:	January 16, 2024
License Number:	177348
Licensee Name(s):	ABC RESTAURANT
Payment Amount:	\$308.97
Authorization/Confirmation Number:	24011523797635
Application ID:	93

[PRINT](#)

Online Catering Authorization Application Instructions

Your payment receipt will also include Next Steps.

Next Steps

Your event is not yet approved. ABC will review your application and will advise if your event is approved or denied. They may contact the name and email provided in the application with additional instructions.

Uploading Documents

You may be required to upload documents related to your submitted application. You can upload documents now by clicking on the below button.

UPLOAD DOCUMENTS

To upload your documents later, you may go to the [Catering Authorization Applications](#) page and select the Actions menu Upload Documents option.

You may also access the [Catering Authorization Applications](#) page from the [MANAGE Applications](#) page, select a license number, and click on the [VIEW SUBMITTED APPLICATIONS](#) button.

Manage a Submitted Application

Only a License Administrator or License Administrator Designee with the Manage License permission can view a submitted application. If the contact person for the application does not have an Online Services account, they will not be able to manage the application online.

To view your submitted application as a License Administrator or Designee, select **Manage** and click **Applications**. Select your license number. Click **View Submitted Applications**.

Applications

Welcome to ABC's Online Services Applications

Catering Authorization

You must have an active Caterer's Permit (Type 58) to apply for catering authorizations. Each catered event must be approved by ABC. For more information, please visit [Caterer's Permits](#).

Select a license

177348 - Steven Young

NEW APPLICATION **VIEW SUBMITTED APPLICATIONS**

Online Catering Authorization Application Instructions

All applications submitted online for events which have not yet occurred will be displayed. The status will be pending until the event is approved, denied, or withdrawn.

The screenshot shows the 'Catering Authorization Applications' page. At the top, there are navigation tabs for 'MANAGE', 'RENEW', and 'RBS'. Below the title, there is a dropdown menu to 'Select a license to view pending applications' with the selected license '177348 - Steven Young'. A table titled 'Catering Authorization Applications' contains one row with the following data:

App ID ↑	License Number	Submitted Date	Event Date	Status	Fee Paid	Actions
93	177348	01/15/2024	02/12/2024	PENDING	\$300.00	⋮

At the bottom of the table, there is a pagination control showing 'Total Pages: 1', 'Go to Page: 1', and 'Rows per page: 10'. There are also navigation arrows for the table.

Select the Actions menu and click **View** to review your application.

This screenshot is identical to the previous one, but with a green box highlighting the 'View' button in the Actions menu of the table row. The 'View' button is located in the bottom right corner of the application row.

Online Catering Authorization Application Instructions

You cannot change any of the data you entered once the application is submitted. If you need to change any of the information, please contact your local [district office](#).

Submitted Catering Authorization ×

License Details UPLOAD DOCUMENTS

License Administrator:	Steven Young
License Number:	177348
Licensee Name(s):	ABC RESTAURANT
Business Name:	ABC RESTAURANT
Business Address:	3927 LENNANE DRIVE #100, SACRAMENTO, CALIFORNIA, 95834

Application Information

Application ID:	93
Submitted Date:	01/15/2024
Status:	PENDING

Event Dates

Event Start Date:	02/12/2024
Event End Date:	02/14/2024
Event Start Time:	4:00 PM
Event End Time:	10:00 PM
Expected attendance:	400
Number of Event Days:	3

Contact Information

Contact Name:	Steven Young
Contact Phone Number:	(916)555-1212
Contact Email:	stevenyoung@abcrestaurant.com

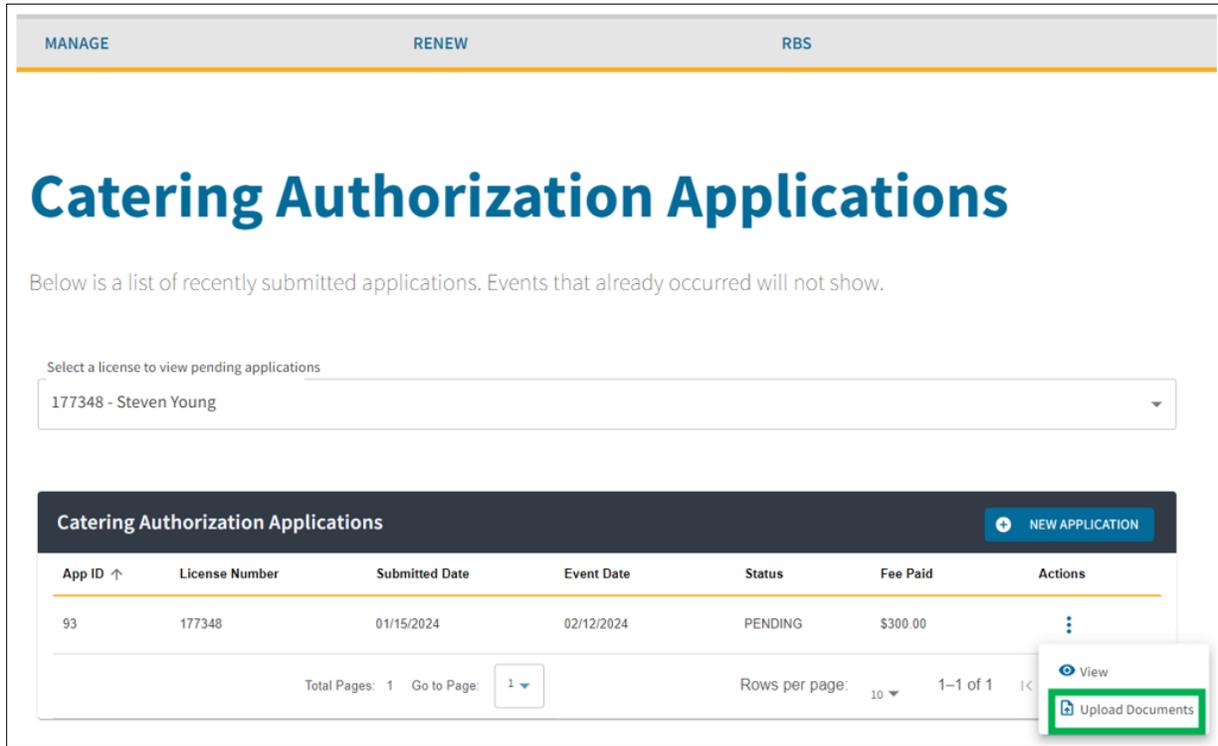
Sponsoring Organization Details

Sponsoring Organization's Name:	California Community Organization
Sponsoring Organization's Address:	123 Main Street, Sacramento, CA, 95814
Person In Charge Name:	Bob Day
Person In Charge Phone Number:	(916)555-3333

Online Catering Authorization Application Instructions

Upload Documents

If you have documents to upload, or if ABC staff requires a document, select the Actions menu and choose **Upload Documents**. You can only upload documents while the application is in pending status.



The screenshot displays the 'Catering Authorization Applications' interface. At the top, there are navigation tabs for 'MANAGE', 'RENEW', and 'RBS'. Below the title, a dropdown menu allows selecting a license to view pending applications, currently showing '177348 - Steven Young'. A table lists the applications with columns for App ID, License Number, Submitted Date, Event Date, Status, Fee Paid, and Actions. The first row shows App ID 93, License Number 177348, Submitted Date 01/15/2024, Event Date 02/12/2024, Status PENDING, and Fee Paid \$300.00. The Actions column for this row contains a menu with 'View' and 'Upload Documents' options, with 'Upload Documents' highlighted by a green box. A 'NEW APPLICATION' button is also visible in the top right of the table area.

App ID ↑	License Number	Submitted Date	Event Date	Status	Fee Paid	Actions
93	177348	01/15/2024	02/12/2024	PENDING	\$300.00	View Upload Documents

Click the **Upload** button to upload documents in the appropriate categories.

Documents must be less than 2 MB. You can upload the following file types: JPEG Image (.jpg), Microsoft Excel Document (.xls), Microsoft Excel Open XML Document (.xlsx), Microsoft Word Document (.doc), Microsoft Word Open XML Document (.docx), Plain Text File (.txt), and Portable Document Format File (.pdf).

Online Catering Authorization Application Instructions

Catering Authorization Document Uploads

Application Summary

ID:	93
License Number:	177348
Event Type:	AWARDS BANQUET
Date Submitted:	01/15/2024
Status:	PENDING
Fee Paid:	\$300.00

Upload Documents

Click on the UPLOAD button to upload documents in the appropriate categories. You can upload the following file types: JPEG Image (.jpg), Microsoft Excel Document (.xls), Microsoft Excel Open XML Document (.xlsx), Microsoft Word Document (.doc), Microsoft Word Open XML Document (.docx), Plain Text File (.txt), Portable Document Format File (.pdf).

Location Diagrams

Upload the Supplemental Diagram (Form ABC-253) which clearly identifies where the event is being held.

UPLOAD

Property Owner Approval

Upload the signed approval document by the Property Owner approving the event location.

UPLOAD

Law Enforcement Approval

Upload the signed approval document by the Law Enforcement Agency within the jurisdiction of the event location.

UPLOAD

Conditions

When the Conditions document is provided to you by ABC, you must upload the signed Conditions document.

UPLOAD

Other Documents

UPLOAD

CANCEL SAVE AND CLOSE

After you have uploaded your documents, click Save and Close.

Catering Authorization Document Uploads

Application Summary

ID:	93
License Number:	177348
Event Type:	AWARDS BANQUET
Date Submitted:	01/15/2024
Status:	PENDING
Fee Paid:	\$300.00

Upload Documents

Click on the UPLOAD button to upload documents in the appropriate categories. You can upload the following file types: JPEG Image (.jpg), Microsoft Excel Document (.xls), Microsoft Excel Open XML Document (.xlsx), Microsoft Word Document (.doc), Microsoft Word Open XML Document (.docx), Plain Text File (.txt), Portable Document Format File (.pdf).

Location Diagrams

Upload the Supplemental Diagram (Form ABC-253) which clearly identifies where the event is being held.

UPLOAD

ABC-253.pdf

Property Owner Approval

Upload the signed approval document by the Property Owner approving the event location.

UPLOAD

Law Enforcement Approval

Upload the signed approval document by the Law Enforcement Agency within the jurisdiction of the event location.

UPLOAD

Conditions

When the Conditions document is provided to you by ABC, you must upload the signed Conditions document.

UPLOAD

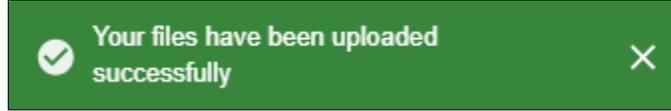
Other Documents

UPLOAD

CANCEL SAVE AND CLOSE

Online Catering Authorization Application Instructions

A message will confirm your documents were uploaded successfully.



Approval

When ABC's review of your application is complete, the person who submitted the application and the contact person will receive an email that the application was approved or denied.

Congratulations!

The Department of Alcoholic Beverage Control has approved the following catering event:

License Number: 177348
Licensee Name(s): ABC RESTAURANT
Event Start Date: 02/12/2024
Event End Date: 02/14/2024
Number of Event Days: 3
The time you will begin serving alcohol: 4:00PM
The time you will stop serving alcohol: 10:00PM
Event Location: 400 BROADWAY, SACRAMENTO, 95818
Specific location information: Northwest end of the park

You will find the approved ABC-218 attached to this e-mail. Please ensure that the approved ABC-218 and any signed conditions documents are available at the event location.

[LOG IN](#)

If the application was approved, an approval document (ABC-218) will be attached. You must print the approval document, as well as any signed conditions, and have them available at your event.

Online Catering Authorization Application Instructions



STATE OF CALIFORNIA
DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL
LICENSE CATERING AUTHORIZATION APPROVAL



Licensee Names: ABC RESTAURANT
License Number: 177348
Event Start Date: 02/12/2024 Event End Date: 02/14/2024
Time alcohol service begins: 4:00 PM Time alcohol service ends: 10:00 PM
Event Type: AWARDS BANQUET Other Event Type:
Expected Daily Attendance: 400
Event Address: 400 BROADWAY
SACRAMENTO, CA 95818
Specific Location Information: Northwest end of the park
Sponsoring Organization Name: California Community Organization
Sponsoring Organization Address: 123 Main Street, Sacramento, CA 95814
Person In Charge: Bob Day
Person In Charge Phone Number: 9165553333
Is this a public event? No
Is this event located within the city limits? Yes
Does this event have conditions? No. If yes, then a copy of the signed conditions must be kept with this approval.

The above catering event is hereby, pursuant to Sections 23320 and 23399 of the Business and Professions Code, and Rule 60.5 of the California Code of Regulations, to engage in the temporary sale of alcoholic beverages for consumption at the below event location for the event dates authorized above. This approval does not include off-sale ("to-go") privileges. This approval may be revoked summarily by the Department if, in the opinion of the Department and/or the local law enforcement agency, it is necessary to protect the safety, welfare, health, peace, and morals of the people of the State.

Reviewed By: Wendy Craig
Approved On: 01/15/2024