

**INSTRUCTIONS FOR THE BEER MANUFACTURER CATERING AUTHORIZATION APPLICATION FORM
ABC-218 BMC****GENERAL INFORMATION**

- Type or print clearly in black or blue ink only.
- Only beer manufacturer licensees (types 01, 23 or 75) that also hold a type 91 license can obtain a beer manufacturer catering authorization.
- Form ABC-218-BMC must be submitted at least three days before the event, but no more than 30 days before the event. Applications submitted outside of this timeframe may not be processed.
- ABC must authorize all catering events. Your event may require operating conditions or a Supplemental Diagram ([Form ABC-253](#)) which clearly identifies where the event is being held. ABC staff will contact you if you have not provided all of the required documents. If the application is not complete and/or ABC does not receive all the required documentation, the application may be denied.
- When the same event is two or more consecutive days, submit a single Form ABC-218-BMC. For dates that are not consecutive, please submit a separate Form ABC-218-BMC for each date. Payment must be included with your Form ABC-218-BMC.

INSTRUCTIONS**SECTION 1**

Item 1 (Licensee Name) — Enter the name of the primary licensee. For a limited partnership, limited liability company, or a corporation, show the name of the entity.

Item 2 (License Number) — Enter the license number of the beer manufacturer that will be catering the event.

Item 3 (Contact Person) — Enter the name of the person to contact for application and event questions on behalf of the licensee.

Item 4 (Contact Phone Number) — Enter the phone number of the person to contact for application and event questions on behalf of the licensee.

Item 5 (Contact Email Address) — Enter the email address of the person to contact for application and event questions on behalf of the licensee.

Item 6 (Licensed Premises Address) — Enter the street number and name, city, and zip code of the licensed premises address.

Item 7 (Mailing address) — If the mailing address is not the same as the licensed premises address, enter the street number and name, city, state, and zip code of the mailing address.

SECTION 2

Item 8 (Event location) — Enter the street number and name, city, and zip code of the event location.

Item 9 (Description of location) — Enter a description of exactly where the event will be held (parking lot, office building, residence, county/city park, etc.)

Item 10 (Event outdoors) — Select whether the event will be outdoors. If yes, provide a detailed diagram of the area to be licensed using [Form ABC-253](#).

Item 11 (City limits) — Select whether the event location is within the city limits.

Item 12 (Event dates) — Enter the dates of the event that you are requesting to cater. If you are requesting to cater multiple days, the dates must be consecutive, and each day must have the same number of attendees and hours during which alcohol is served. If the number of attendees and hours are not the same, each day must be submitted on a separate application, Form ABC-218-BM.

Item 13 (Total number of days) — Enter the total number of days for the event.

Item 14 (Event hours) — Enter the start time and end time for the event. If the event is multiple days, the start time and end time must be the same for each day. If the times are different, a separation application is required.

Item 15 (Open to the public) — Select whether the event is open to the public.

Item 16 (Name of Event) — If the event is open to the public, enter the name of the event.

Item 17 (Estimated daily attendance) — Enter the estimated daily attendance. If the event is multiple days, each day must have the same number of attendees.

Item 18 (Attendee age) — Select whether the attendees must be 21 years of age or if all ages can attend the event.

Item 19 (Event type) — Select the event type. If your event type is not listed, select Other and enter the type of event.

Item 20 (Number of events catered this year at this location) — Enter the number of days you have catered this calendar year. There is a limit of 36 catered event days per licensee, per calendar year.

Item 22 (Property owner approval) — Select whether the property owner has approved the use of the property for this event.

SECTION 3

Item 22 (Organization sponsoring event) — Enter the name of the person or organization that hired you to cater the event.

Item 23 (Person in charge of the event) — Enter the name of the contact person for event questions on behalf of the sponsoring organization.

Item 24 (Mailing address) — Enter the mailing address for the sponsoring organization.

Item 25 (Phone number of the above person) — Enter the phone number of the person in charge of the event.

Section 4 (Advisement) — Read the advisement. Sign and date to attest that you have read the advisement and that the information provided on the form is correct.

Section 5 (Law enforcement approval) — All authorizations must receive approval from the local law enforcement agency that has jurisdiction of the event location.

Section 6 (ABC Use Only) — To be completed by ABC staff only.