

STEP 4. ACKNOWLEDGMENT

In order to qualify for this authority to serve beer and wine, the following guidelines must be met:

1. There must be a **well defined premises**, i.e. building, tent, enclosure, or fenced-in or designated area.
2. You must have a defined floor plan or diagram. This is to be drawn on Page 1, Step 3 of this application. If minors are to be present, you must have a defined separation between the bar area and family area. *(Must be on floor plan.)*
3. There shall be **NO** carry-out privileges, **NO** carry-in privileges and **NO** spirituous beverages allowed.
4. Each applicant must designate an individual to be responsible for the event and such person shall sign the authority.
5. **ANY** and **ALL** persons dispensing or accepting payment for alcoholic beverages **MUST POSSESS** a valid ATC employee permit.
6. The event must meet applicable Indiana State Board of Health requirements, particularly with regard to restroom facilities.
7. If the event is held in a town park, you must have approval from the town board.
8. Legal Hours of dispensing alcoholic beverages: (Prevailing time)
Monday through Saturday -- 7 AM to 3 AM the following day
Sunday -- 7 AM to 3 AM the following day
9. **Applicant must file with the district office at which the event will be held at least five (5) days prior to the event.**
10. The authority must be posted in the most conspicuous place at the location of the event. An excise officer or commissioner, for good cause, has the authority to revoke the authority during the event.

STEP 5. COMMUNITY CLEARANCE

1. Signature of Sheriff of county, or Chief of Police, or Town Marshall of jurisdiction where the event will be held	Date signed <i>(month, day, year)</i>
2. Signature of the mayor <i>(if the event is held in Fort Wayne)</i>	Date signed <i>(month, day, year)</i>
Note: Please post your approved request in a conspicuous place where the alcoholic beverages are being dispensed at the location. If for any reason this request is denied, you may be notified either in person or by telephone.	
I swear or affirm under penalties of perjury that the information is true and accurate.	
Signature of permittee / agent <i>(Your signature acknowledges that you have read and will abide by the rules and guidelines.)</i>	Date signed <i>(month, day, year)</i>

FOR DISTRICT USE ONLY

District number	Date issued <i>(month, day, year)</i>
Reviewed by Excise Police District Representative	<input type="checkbox"/> Approved <input type="checkbox"/> Denied