



NON-PROFIT ORGANIZATION BEER AND WINE TEMPORARY PERMIT

PLEASE READ AND FOLLOW ALL INSTRUCTIONS. IF YOU HAVE ANY QUESTIONS CONCERNING THIS PROCEDURE OR THE CORRECT FEE. PLEASE CALL OUR OFFICE AT 713-426-7900

FEE SCHEDULE (AS OF 10/01/05) \$201.00

Fees are subject to change in September of each year

In effort to provide quick and courteous service to everyone, it is imperative that all applications and required forms are in hand and complete when presented for issuance. Please understand that you may be asked to leave your application (after it has been properly checked) and return for your permit at a later date. Therefore, we request that you allow sufficient time to obtain the permit for your scheduled event.

- *Political party or association supporting a candidate for public office or a proposed amendment.*
- *Organization formed for specific charitable or civic purpose.*
- *Fraternal organization in existence for over 5 years with regular membership.*
- *Religious organization.*

A non-profit organization can file for a Temporary Beer and Wine Permit using their non-profit status. A temporary cannot be issued to a private residence. An officer of that non-profit organization must sign all applications.

To qualify, you must bring a copy of your 501(c) form, which is sent from the Internal Revenue Service and a copy of the Articles of Organization stating the purpose of the organization.

1. Applicant must present two (2) temporary application forms completed and notarized. (Original signatures on both).
2. Answer Questions No: 4, 7, 8, 9, 10, 11 and 12. Designate one individual to fill out and sign the applications. (Question #4, check the box for temporary permit).
3. The property owner must sign the **provided permission form** authorizing the sale of alcoholic beverages on their property. This form must state exact location, date and time. **(FAXED PROPERTY OWNER AUTHORIZATION LETTERS WILL NOT BE ACCEPTED).**
4. The law enforcement approval by the appropriate police department/sheriff's office must be obtained on the **provided permission form. (FAXED POLICE NOTIFICATION FORMS WILL NOT BE ACCEPTED).**
5. Applicant must submit a cashier's check, certified check, or money order payable to TABC in the *exact amount* of the proper fee. **(SEE ABOVE FEE SCHEDULE).**

PLEASE NOTE: A Beer and Wine Non-Profit Temporary are valid for 1 to 3 consecutive days only.

Applications will be accepted Monday through Thursday form 8:00 a.m. to 4:00 p.m.

Applications will not be accepted after 11:00 a.m. Friday.

A temporary can only be issued for an unlicensed location.

CATHOLIC CHURCHES: Please submit a copy of your listing form the Official Church Directory.

NOTE: (The Pastor or Priests signatures must be on the application for religious organizations).

If the event is to be held in an open area, diagrams must be submitted showing exact location of booth that will be covered by the temporary. (EXAMPLE: City or County parks, school or school or church grounds and fairgrounds). If the applicant intends to have more than one booth, application forms must be completed for each booth with their location clearly marked on diagram. Proper fee must be submitted per booth. **No temporary will be issued without a legible diagram.**

IF ANY DISTRIBUTOR IS INVOLVED WITH THE FUNCTION, PLEASE DISCUSS THE EVENT WITH AN AGENT OR AUDITOR CONCERNING SIGN RESTRICTIONS, ETC.