

INSTRUCTIONS AND GENERAL INFORMATION**General Information**

- Type or print clearly in black or blue ink
- Acronyms or form numbers used in these instructions:

B&P Business & Professions Code
 CCR California Code of Regulations
 PC Penal Code
 231 License Action Request
 239 Correction/Application Request
 253 Supplemental Diagram

Form ABC-218 is used for two purposes:
 It is used by on-sale and club licensees who also hold a caterer's permit (Type 58 license) to request permission to cater alcoholic beverages (Complete Sections 1, 2 and 4). Form ABC-218 must be approved at least three days before the catered event. (Section 23399 B&P and Rule 60.5(1) CCR)

Form ABC-218 is also used by on-sale licensees who hold an event permit (Type 77 license) to sell alcoholic beverages on adjacent property (Complete Sections 1, 3 and 4). (Sections 23399(b)(c)(d) B&P)

Only one signature for the licensee is needed.

Instructions**Action Desired What to Complete**

Catering Authorization.....Sections 1, 2 and 4
 Event Authorization.....Sections 1, 3 and 4

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

Event Location (Item 6) — The site of a *catered event* may be an unlicensed building or grounds, a licensed building, or a separate room within the licensed building(s). If the site is licensed, the license must be surrendered to ABC (use Form ABC-231). A Type 50, 51 or 52 licensee may only cater upon the licensed club premises, and the events shall not be open to the general public (an exception may be made if unlimited attendance is in the public interest).

An *event permit* authorizes Type 41, 42, 47, 48, 49, 57, 75 and 78 licensees to sell alcoholic beverages for consumption on adjacent property owned or under control of the licensee. The property must be secured and controlled by the licensee and not visible to the general public. A diagram of the property is required (Form ABC-253).

Total Number of Days (Item 10) — A catering authorization is required for each event catered. When the same event is two or more consecutive days, a single Form ABC-218 is needed. For non consecutive dates a separate Form ABC-218 is required for each date.

Number of Events (Item 15) — For Type 41, 42, 47, 48 and 57 licensees, there is a limit of 24 catered events per year at any given site. There is no annual limit for Type 50, 51 and 52 licensees.

Number of Days an 'Adjacent Property' Event Held at this Location this Calendar Year (Item 20) - Limited to Four (4) Total Days per calendar year.

Local Law Enforcement Agency Approval Signature (Item 21) — All events on adjacent property require approval of the local law enforcement agency. Have an authorized person sign.

MISCELLANEOUS INFORMATION

At all approved events, you may exercise only those privileges authorized by your license. You must comply with all provisions of the ABC Act. Violations may be grounds for suspension or revocation of your license or permit, or both, as though the violation occurred on the licensed premises. (Section 23399(d) B&P)

Sites for catered events are at ABC's discretion. Proximity to schools, churches, State and Federal institutions, and other facilities may be a factor in ABC's decision. Zoning may also be a factor. (Rule 60.5(2)(3) CCR)

Persons under 21 years of age may be allowed on the premises of a catered event. However, they may not possess, purchase, or consume alcoholic beverages.

Wholesalers may deliver alcoholic beverages to the site of a catered event. You may not store distilled spirits at the event site. The distilled spirits must be returned to the licensed premises after the event.