

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

- Type or print clearly in black or blue ink only.
- Form ABC-218 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, Property Owner approval, Law Enforcement Agency approval, 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 ABC does not receive all required approvals, the application may be denied.
- When the same event is two or more consecutive days, submit a single Form ABC-218. For dates that are not consecutive, please submit a separate Form ABC-218 for each date. Payment must be included with your Form ABC-218.

**INSTRUCTIONS**

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

**Item 3 (Contact Phone Number)** — Enter the phone number of the person to contact for application and event questions on behalf of the licensee.

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

**Item 5 (Licensed Premises Address)** — Enter the street number and name, city, and zip code of the licensed premises address.

**Item 6 (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.

**Item 7 (Event location)** — Enter the street number and name, city, and zip code of the event location.

**Item 8 (Description of location)** — Enter a description of exactly where the event will be held (parking lot, office building, residence, county/city park, etc.)

**Item 9 (City limits)** — Select whether the event location is within the city limits.

**Item 10 (Event dates)** — Enter the dates of the event. If the event is 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 as a separate event.

**Item 11 (Total number of days)** — Enter the total number of days for the event.

**Item 12 (Event hours)** — Enter the starting time and ending time for the event. If the event is multiple days, the starting time and ending time must be the same for each day.

**Item 13 (Open to the public)** — Select whether the event is open to the public.

**Item 14 (Estimated daily attendance)** — Enter the estimated daily attendance. If the event is multiple days, each day must have the same number of attendees.

**Item 15 (Event type)** — Select the event type. If your event type is not listed, select Other and enter the type of event.

**Item 16 (Number of events catered this year at this location)** — Enter the number of events you have catered this calendar year at this location. There is a limit of 36 catered events per year at any given location.

**Item 17 (Organization sponsoring event)** — Enter the name of the person or organization that hired you to cater the event.

**Item 18 (Person in charge of the event)** — Enter the name of the contact person for event questions on behalf of the sponsoring organization.

**Item 19 (Mailing address)** — Enter the mailing address for the sponsoring organization.

**Item 20 (Phone number of the above person)** — Enter the phone number of the person in charge of the event.

**Item 21 (Supplier name)** — Enter the name of the supplier.

**Item 22 (Supplier license number)** — Enter the license number of the supplier.

**Item 23 (Supplier contact person)** — Enter the name of the supplier contact person.

**Item 24 (Supplier contact phone number)** — Enter the phone number of the supplier contact person.