



Complete the attached form in its entirety

Email the File and Use Notification to your local TABC office using the email address below that corresponds to your TABC region. **Important:** If submitting via email you must include “File and Use Notification” and the type of event in the subject line of the email. Example: “File and Use Notification – Wedding.” While email is preferred, alternatively you may submit this form via mail or in person to [your local TABC office](#).

Regional Office Email Addresses:

Region 1	EventsLubbockRegion@tabc.texas.gov
Region 2	EventsArlingtonRegion@tabc.texas.gov
Region 3	EventsHoustonRegion@tabc.texas.gov
Region 4	EventsAustinRegion@tabc.texas.gov
Region 5	EventsSanAntonioRegion@tabc.texas.gov

Authorities and Responsibilities:

- A File and Use Notification is effective for no more than four consecutive days for each temporary event. No more than ten temporary events in a calendar year may be held at the same location by the same licensee/permittee, including both File and Use Notifications and Temporary Event Authorizations.
- License/permit holders must maintain exclusive control of all phases of the possession, sale, and service of alcohol at the event location. This includes but is not limited to available brands, pricing, inventory purchase, sales, records, transportation, storage, hours of operation, and employees or volunteers.
- Event hours must adhere to hours of operation authorized by local authorities.
- A copy of the File and Use Notification form filed with TABC must be displayed in a conspicuous place at all times during the event.
- After the conclusion of the temporary event, remaining inventory of alcoholic beverages must be returned to the primary licensed location.
- The File and Use Notification must cover the time of receipt of the alcohol as well as its storage.
- It is the responsibility of the license/permit holder to verify and adhere to all state and local laws, ordinances, and regulations, and to obtain all necessary local approvals or authorizations. Contact the local office of the Comptroller of Public Accounts for information concerning any responsibility to submit state taxes.

In addition to other standard recordkeeping requirements, the following records must be kept by the licensee/permittee for an event qualifying for a File and Use Notification, pursuant to Rule 33.76(e):

- Number of attendees at the event;
- Dollar amount of alcohol purchased for and sold/served at the event; and
- Copy of the agreement with the venue authorizing the event (i.e., the owner of premises authorization), including
 - Date of event
 - Date of hire
 - Type of event (wedding, private office party, birthday party, funeral)
 - Copy of invitation to the event or copy of obituary for a funeral-related event, and
 - Copy of other event information



PRIMARY LICENSE/PERMIT INFORMATION

1. TABC License/Permit No.: _____	2. Trade Name: _____
3. License/Permit Type: <input type="checkbox"/> Mixed Beverage (MB) <input type="checkbox"/> Private Club (N, NE, NB) <input type="checkbox"/> Wine/Malt Beverage (BG) <input type="checkbox"/> Malt Beverage (BE) <input type="checkbox"/> Winery (G)	

TEMPORARY EVENT INFORMATION

4. Event Address Street Number: Street Name:			
City:	County:	State:	Zip Code:
5. Event Dates and Times (Dates and times must include delivery and/or storage of alcohol.) Start Date: _____ Time: _____ AM <input type="checkbox"/> PM <input type="checkbox"/> End Date: _____ Time: _____ AM <input type="checkbox"/> PM <input type="checkbox"/>			
6. Description of Event Location: (Ex: festival, north side of park, etc. Note: Submit site map.) _____			

LOCATION INFORMATION

7. Do you own or lease the location you are using for the event?	YES <input type="checkbox"/> NO <input type="checkbox"/>
8. If you do not own or lease the location, have you obtained authorization from the owner of the event's location to sell alcohol? <i>If "NO," obtain permission before submitting this form.</i>	YES <input type="checkbox"/> NO <input type="checkbox"/>

FILE AND USE QUALIFICATIONS

9. Is the event open to the general public? (Selling tickets or hosting an event that lasts longer than one day can indicate it is not private.)	YES <input type="checkbox"/> NO <input type="checkbox"/>
10. Is the estimated attendance more than 500 persons?	YES <input type="checkbox"/> NO <input type="checkbox"/>
11. Is the estimated wholesale value of the alcoholic beverage provided at this event greater than \$10,000?	YES <input type="checkbox"/> NO <input type="checkbox"/>
12. Does this event involve sponsorship from an upper tier license/permit holder (i.e. a Brewer, Distillery, Winery, Wholesaler and/or Distributor)	YES <input type="checkbox"/> NO <input type="checkbox"/>
IF ANY OF QUESTIONS 9-12 ARE ANSWERED YES, STOP. THE EVENT REQUIRES PRIOR APPROVAL BY THE AGENCY. SUBMIT TEMPORARY EVENT APPROVAL FORM L-TEA.	
13. Will the temporary event embrace the entire building, grounds or suite at the event indicated above? <i>If "NO," attach a diagram of the event premise.</i>	YES <input type="checkbox"/> NO <input type="checkbox"/>

IF THIS EVENT IS AT A LOCATION WITH A PENDING ORIGINAL APPLICATION THAT IS REQUIRED TO POST A 60-DAY SIGN, STOP. CONTACT YOUR LOCAL TABC OFFICE.

CONTACT INFORMATION

By signing below, you affirm, and represent to TABC, that the above information is true and correct, and that you have the legal authority to request the privilege identified in this application on behalf of the named license/permit holder.

Print Name	Signature
Title	Phone No.:
Email Address:	Click to add date: