



I HEREBY CERTIFY THAT THE APPLICANT LISTED ABOVE IS NOT OTHERWISE LICENSED IN THE STATE OF IDAHO TO SELL ALCOHOLIC BEVERAGES AND THE PROCEEDS FROM THIS EVENT WILL BE DONATED FOR BENEVOLENT, CHARITABLE, OR PUBLIC PURPOSES. **I ALSO ACKNOWLEDGE THAT ALL DONATED, UNUSED PRODUCT MUST BE RETURNED TO THE DONATING RETAILER/DISTRIBUTOR/WHOLESALE/INDIVIDUAL FOLLOWING THIS EVENT.**

Applicant's Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Applicant's Printed Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Subscribed and sworn to this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public

Residing at \_\_\_\_\_

Commission Expires \_\_\_\_\_

**IDAHO STATE POLICE, ALCOHOL BEVERAGE CONTROL**  
700 S. Stratford Dr, Meridian, ID 83642  
208-884-7060

INSTRUCTIONS FOR BEER AND WINE PERMITS

- Permits are for benevolent, charitable or public purpose event.
- Permits are issued for one to three (1-3) consecutive days.
- All applications must be received by the Alcohol Beverage Control Office at least **two weeks prior to the event** for processing.
- Permits will be mailed to applicants.
- **All first time applicants must provide a copy of their non-profit status from the IRS with Federal ID number (EIN).**
- Applications will be returned if not completed.

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1. Mark with an "X" for which permit(s) you are applying.
2. **Applicant Name:** The Non-Profit Organization sponsoring the event. **Include Federal Tax ID Number (EIN).** EIN number must match applicant name.
3. Certified checks, money orders or organizational checks made out to "State of Idaho" **must** accompany application. No personal will be accepted. Any application received without appropriate monies will be returned. **NO REFUNDS will be issued.**
4. **Location of event:** Include name of place, street address, city, county and zip code.
5. **Proceeds will be donated to:** Detail who will receive the proceeds and the percentage of the profits they will receive.
6. All suppliers of beer or wine to be served must be included on the list.
7. All participating Idaho licensees must be identified on application. Wholesalers & distributors are not allowed to serve, sell or dispense any product.
8. Application must be signed and notarized.
9. Any application for an organized industry event (ie: celebration, gathering, festival, etc.) needs to be accompanied by a list of industry participants. All out-of-state breweries must be licensed in the state of Idaho by Certificate of Approval under Idaho Code 23-1027. All out-of-state breweries and wineries must ship product through an in-state distributor.
10. **Please contact the local municipality where you will hold your event to find out if further permits are required and to ensure you are in compliance with local codes or ordinances.**
11. The applicant must submit, within 30 days, a report to the director subsequent to the benevolent, charitable or public purpose event showing the disposition of funds from the event. **See Idaho Code 23-1007(2)(f-g) & 23-1336.**
12. Should the Director determine that a benevolent, charitable and public purpose event permit applicant, permittee or its representative is violating or has in the past violated any law pertaining to Idaho Title 23, IDAPA 11.05.01, or rules and regulations promulgated by the Director or the State Tax Commission, the Director may revoke a current permit or refuse to grant a future permit. When the Director determines to revoke or refuse to renew a permit, the affected permittee may petition the Director requesting that a monetary payment be allowed in lieu of the permit revocation or refusal.



Idaho State Police - Alcohol Beverage Control  
700 S. Stratford Dr, Ste 115, Meridian, ID 83642  
(208) 884-7060

Event Date(s):

Person Reporting:

Permit Number:

Organization & Event Name:

E-mail:

Phone Number:

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Funds Collected(\$):

Expenses (Detailed breakdown should include product, supplies, server expenses, etc.):

Disposition of Net Funds (What organizations or accounts were the funds disbursed to.):

All profits should be accounted for in expenses or disposition of funds.

\*The above reporting person/entity certifies that all unused, donated product has been returned to the supplier.

\*\* Report deadline is 30 days after event. Forms are also available on our website at [www.isp.idaho.gov/abc](http://www.isp.idaho.gov/abc) and can be filled out online and emailed to our office at [abc@isp.idaho.gov](mailto:abc@isp.idaho.gov).