



## End of Event Report for Beer and Wine Permit for Benevolent, Charitable, and Public Purpose Events

1. Permit Number(s):

2. Event Date(s):

3. Organization:

4. Event Name:

5. \*Person Reporting:

6. Phone Number:

7. E-Mail:

8. Total Funds Collected from Event (\$):

9. **\*\*Expenses** (Itemized breakdown should include all alcohol **AND** non-alcohol expenses. For example: Facility/equipment rental, entertainment, supplies, advertising, items purchased to be raffled/sold, etc.):

10. **\*\*Distribution of Funds** (List the organization(s) that the proceeds from the event were donated to, including the amounts for each):

**You must submit this report to ABC NO LATER THAN 30 days** after the end of your event. **Failure to do so may result in disqualification from future licensing.** This form is also available on our website at [www.isp.idaho.gov/abc](http://www.isp.idaho.gov/abc) and may be filled out online and e-mailed to our office at [abc@isp.idaho.gov](mailto:abc@isp.idaho.gov).

**\*The reporting person above certifies that ALL unused donated alcohol product has been returned to the donating entity/entities.**

**\*\*All expenses must be accounted for in the Expenses section, and all profits must be accounted for in the Distribution of Funds section. Attach additional information as necessary.**



## Instructions for End of Event Report for Beer and Wine Permit for Benevolent, Charitable, and Public Purpose Events

- 1. Permit Number(s):** If you conducted a series of events, you may enter all of the permit numbers for the event series here. Make sure to submit the report no later than 30 days after the end of the first event in the series. **\*Note:** This does not refer to conducting multiple unrelated events. This refers specifically to a series of the same event, such as a summer concert series, Alive After Five, running the same play over multiple weekends, etc.
- 2. Event Date(s):** Please enter the corresponding start **AND** end dates for each Permit Number you listed in #1. **Note:** Only enter end dates if the event lasted multiple consecutive days, such as a county or state fair, Arts in the Park, sports tournament, etc.
- 3. Organization:** Please enter your complete organization name.
- 4. Event Name:** Please enter the complete name of your event.
- 5. \*Person Reporting:** Please enter the first and last name of the person reporting. **\*See note at bottom of report page regarding the reporting person's responsibilities.**
- 6. Phone Number:** Please enter the phone number with area code of the person reporting. You may enter multiple phone numbers.
- 7. E-Mail:** Please enter the e-mail address of the person reporting. You may enter multiple e-mail addresses.
- 8. Total Funds Collected from Event (\$):** Please enter the dollar amount for ALL alcohol AND NON-alcohol income your event generated, such as beer/wine sales, merchandise sales, admissions, auction/raffle proceeds, etc.
- 9. \*\*Expenses:** Please itemize ALL alcohol AND NON-alcohol expenses, including facility/equipment rental, entertainment, supplies, advertising, items purchased to be raffled/sold, etc. **\*\*See note at bottom of report page about Expenses and Distribution of Funds.**
- 10. \*\*Distribution of Funds:** Please list all organizations you donated funds to from your event, with dollar amounts for each. **\*\*See note at bottom of report page about Expenses and Distribution of Funds.**