



Kansas Department of Revenue  
 Alcoholic Beverage Control Division  
 915 S.W. Harrison Street  
 Topeka, KS 66625-3512  
 Phone: 785-296-7015 Fax: 785-296-7185

## REQUEST TO PARTICIPATE IN SPECIAL EVENT BY Kansas Farm Winery, Microbrewery or Microdistillery Licensees

### Who is required to complete this form?

Licensed Kansas farm wineries, microbreweries or microdistilleries who wish to participate in a special event monitored and regulated by the Alcoholic Beverage Control (ABC) and offer tastings of the wine, beer or spirits they manufacture. Tasting events must be held in a location that liquor by the drink is authorized.

In addition to offering tastings at the special event, K.S.A. 41-308a also allows Kansas farm wineries to sell unopened containers of wine manufactured by the farm winery if retail sales are authorized. The approved form must be displayed at the event.

No special event can be held on a premise that possesses a private club liquor license or cereal malt beverage license; or, in a location where liquor by the drink or retail sales are not authorized.

### Instructions

Complete this form and return to the address or fax number above. Your request to participate must be received by the Director **at least ten (10) days** prior to the event. Failure to submit this notification **at least ten (10) days in advance** of the special event may subject the licensee to administrative penalties.

SECTION 1 – LICENSEE INFORMATION	
Request Type:	<input type="checkbox"/> Farm Winery – Samples <input type="checkbox"/> Farm Winery – Sales (unopened containers of wine manufactured by the winery) <input type="checkbox"/> Microbrewery – Samples <input type="checkbox"/> Microdistillery – Samples
Licensee DBA Name	License Number
Requestor Name	Email Address
Business Phone Number	Cell Phone Number

SECTION 2 – SPECIAL EVENT INFORMATION			
Title of Event:			
Sponsor of Event:			
Event Contact Name		Cell Phone Number	
Event Location Address	City	County	Zip Code
Date of Event	From Time	<input type="checkbox"/> AM <input type="checkbox"/> PM	To Time <span style="float: right;"> <input type="checkbox"/> AM  <input type="checkbox"/> PM           </span>
Is there a liquor license or Cereal Malt Beverage License at this location?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, is the location licensed as a Class A or Class B Club?		<input type="checkbox"/> Yes	<input type="checkbox"/> No



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**SECTION 3 – SPECIAL EVENT AREA DIAGRAM**

Draw in the space below, in ink, a sketch of the area the special event will be held. The diagram must include the boundaries of the event area.

**Diagram:**

I understand the approved request form must be displayed at the event; and, that no open containers shall leave the event area.

\_\_\_\_\_ Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

ABC OFFICE USE ONLY:

Is liquor by the drink allowed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Signature of ABC Licensing Rep	Date
Tasting Only Event Request: <input type="checkbox"/> Approved <input type="checkbox"/> Denied		
Are retail sales allowed? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Farm Winery Unopened Container Sales: <input type="checkbox"/> Approved <input type="checkbox"/> Denied		
Licensee Notification: <input type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/> Mail		
Request Scanned to Enforcement: <input type="checkbox"/> Yes		
Entered in Tracking Log: <input type="checkbox"/> Yes		