



Kansas Department of Revenue
Alcoholic Beverage Control Division
915 S.W. Harrison Street, Room 214
Topeka, KS 66625-3512
Phone: 785-296-7015 Fax: 785-296-7185

NOTIFICATION OF NON-PROFIT ORGANIZATION EVENT PROMOTING THE ARTS

Who must complete this form?

A non-profit organization that wishes to sponsor an event promoting the arts must complete this form if non-licensed businesses wish to serve free alcoholic liquor or Cereal Malt Beverages to members of the general public during the event. Notification must be received by the Director **at least ten (10) days** prior to the event.

The local governing body must approve the event by ordinance or resolution, which must be submitted with this form.

Complete this form and return to the address or fax number above **at least ten (10) days** prior to the event.

Non-Profit Organization Information:

Organization Name			
Organization Mailing Address	City	County	Zip
Contact Person Name	Email Address		
Phone Number	Fax Number		

Event Information:

Title of Event	Date(s) of Event		
Beginning Time of Event	Ending Time of Event		
Address	City	County	Zip Code
<input type="checkbox"/> I have attached a copy of the required ordinance or resolution authorizing this event.			
<input type="checkbox"/> I have attached a list of participating businesses.			

_____ _____
 Authorized Signature Date

FOR OFFICE USE ONLY:

<input type="checkbox"/> Received less than 10 days prior to event.		
<input type="checkbox"/> Scanned to Enforcement Agent	Date: _____	Associate: _____