



Kansas Alcoholic Beverage Control
Licensing Unit
915 SW Harrison Street, Room 214
Topeka, KS 66625-3512
Telephone 785-296-7015 FAX 785-296-7185

Notification of Catered Event

Complete this form and return to the address or fax number above. Notification must be received by the Director **at least ten (10) days** prior to any event in which a caterer sells alcoholic liquor. A caterer must also notify the police chief or county sheriff prior to the beginning of the event. [K.A.R. 14-22-6]

Any caterer who fails to submit this notification **at least ten (10) days in advance** of a catered event may be subject to administrative charges for violating K.S.A.41-2643. Any notification sent within ten (10) days of the catered event must include a copy of the contract or other documentation showing the caterer was not contracted for the event until less than 10 days prior to the event.

Caterer Information:

Licensee DBA Name	License Number
Contact Person Name	
Phone Number	Fax Number

Sponsor Information:

Sponsor Name	Phone Number
Address	City

Event Information:

Title of Event	Date(s) of Event	Approximate Attendance
Beginning Time of Event	Ending Time of Event	
Address	City	County

Draw a diagram of the premises where the catered event will take place.