



Kansas Department of Revenue
 Alcoholic Beverage Control Division
 915 SW Harrison Street
 Topeka, KS 66625-3512
 Phone: 785-296-7015 Fax: 866-855-5025

REQUEST FOR PUBLIC FUNCTION

Class A or Class B clubs wanting to use part of their licensed premises for a public event must first get approval from the Director of ABC. For approval, complete and return this form to the address or fax number above. Your request must be received by the ABC Director at least **10 days prior** to the public function.

Licensee Information:

Licensee DBA Name	License Number	
Address	City	State
Requestor Name	Requestor Title	
Phone Number	E-mail Address	

Public Function Information:

Type of Public Function:		
Conducted by Whom:		
Date(s) of Public Function:		
Time(s) of Public Function:		
Normal club activities will resume:	Date	Time

Diagram:

Draw in the space below, in ink, a complete sketch of your licensed premises **and** shade the area which you are seeking approval of a public function. The diagram must include all entrance, exit and interior doors, walls, etc.

I understand that no alcoholic liquor or cereal malt beverage may be sold, dispensed or consumed by anyone in the area described during the time(s) indicated.

Under penalties of perjury, I declare the information contained in this document a true, accurate and complete disclosure of information.

 Requester Signature Date

ABC Office Use Only

<input type="checkbox"/> Received less than 10 days in advance of event. May be subject to administrative action.			
<input type="checkbox"/> APPROVED	Notified Licensee via: <input type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/> Mail	Signature of ABC Official	Date
<input type="checkbox"/> DENIED	Notified Enforcement via email: <input type="checkbox"/> Yes		