



Request for temporary permit to auction alcohol

Note: This request form must be submitted to Andrea Pennington at TAR **at least fifteen (15) business days before the event.** The permit fee will be taken from your local association's available local TREPAC-Corporate allocation.

Information

1. Local association requesting permit

2. Name of contact person from local association

3. Phone number of contact person from local association

4. Description of event

5. Event date

6. Event start and end time

7. Event address

8. County

9. Description of event address,* plus attach copy of site map

*For example: Parking lot, north side of park, 1st floor of local board office building, etc.

10. Approximate number of attendees

11. Have you confirmed and obtained all necessary permissions, permits, and/or approvals from your city and county that may be required for your event?

- Yes No Not applicable (must explain)

12. Have you obtained permission to auction alcohol from the owner of the event premises?

- Yes (must attach copy) No (explain)

13. Other than the permission to auction alcohol on this property (see question #10), do you have any other contracts and/or agreements* dealing with alcohol for this event?

*For example, if a bartender has been hired for the event.

- Yes (must attach copy) No

Certifications (Please initial each)

- ___ 1. The local association certifies that the alcoholic beverages to be auctioned will be kept separate from any other alcoholic beverages sold, stored, or served at the event premises.
- ___ 2. The local association certifies that the alcoholic beverages subject to the auction, whether auctioned or not, will be removed from the premises immediately following the auction.
- ___ 3. The local association certifies that the only alcohol auctioned at the event will be alcohol that has been donated to TREPAC and that the local association will submit a Donated Item form accordingly to TREPAC for each item received.
- ___ 4. The local association certifies that it did not or will not request reimbursement from TREPAC for auction items purchased for the event that contain alcohol. (Note: A local association with a property tax exemption cannot purchase and donate alcohol as an auction item because this would be an in-kind contribution by the local board to TREPAC, making the local association ineligible for the exemption.)

Checklist

- Site map for event
- Written permission from the owner of the premises of the event to auction alcohol at the event, if applicable
- Other contracts and/or agreements dealing with alcohol for this event, if any
- Complete an inventory of alcoholic beverages to be auctioned (attached)

Acknowledgement

Printed Name

Title

Signature

Date

Send completed form and documents to:

TREPAC
Attn: Andrea Pennington
P.O. Box 2246
Austin, TX 78768-2246
apennington@texasrealtors.com

