



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

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	Email Address
Phone Number	Fax Number

Sponsor Information:

Sponsor Name	Phone Number	
Address	City	Zip Code

Event Information:

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

Submitted less than 10 days in advance. Reason:

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



Office Use Only

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

