

# Selling or Serving Alcohol

## Will you be selling/serving alcohol:

A Nonprofit Civic Organization may obtain a temporary permit to sell alcoholic beverages from the State Division of Alcoholic Beverages and Tobacco. To do so, the Nonprofit Organization must complete and submit DBPR Form ABT-6003 to the appropriate State Agencies. The form and instructions may be found at the following web address:

[www.myfloridalicense.com/dbpr/abt/forms/index\\_licensing.html](http://www.myfloridalicense.com/dbpr/abt/forms/index_licensing.html)

Please note that the above referenced form in **Section 3** requires approval by the Department of Revenue for the sale tax collections and **Section 4** requires approval by City of Sebring Zoning Department.

The following points of contact are offered to assist with this process.

1. Division of Alcohol Beverages & Tobacco  
1313 Tampa Street  
Park Trammel Bldg., Suite 909  
Tampa, FL. 33602
2. Florida Department of Revenue  
230 S. Florida Ave.  
Lakeland, FL 33801
3. City of Sebring Zoning Office  
368 S. Commerce Ave.  
Sebring, FL 33870

Additionally, a **temporary variance** from the City's Open Container Ordinance must be obtained from the Sebring City Council for authorization to consume or possess alcoholic beverages in City Parks, Public Streets, Alleys, Sidewalks, Public Parking Areas and other Public Property. The variance from the City's open container ordinance is **conditioned upon** the organization obtaining a temporary permit for the sale of alcoholic beverages for consumption on the event premises through the State Department of Business & Professional Regulation, Division of Alcoholic Beverages and Tobacco.

Attached please find the following :

- Instructions for completing DBPR ABT-6003 Form, Application for One/Two/Three Day Permit or Special Sales License.
- DBPR Form ABT-6003 (Revised 2/2013)

**DBPR ABT-6003 – Division of Alcoholic Beverages and Tobacco  
Application for One/Two/Three Day Permit or Special Sales License**

**STATE OF FLORIDA  
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**

**DBPR Form  
ABT- 6003  
Revised 02/2013**

*If you have any questions or need assistance in completing this application, please contact the Division of Alcoholic Beverages & Tobacco's (AB&T) local district office. Please submit your completed application to your local district office at least (7) days prior to the first date of the event to insure the permit is issued by the event date. This application may be submitted by mail, or it can be dropped off. A District Office Address and Contact Information Sheet can be found on AB&T's page of the DBPR web site at the link provided below.*

<http://www.state.fl.us/dbpr/abt/contact/index.shtml>

SECTION 1 -- CHECK TRANSACTION REQUESTED	
<b>Transaction Type:</b>	
<input type="checkbox"/> One/Two/Three Day Permit	<input type="checkbox"/> Special Sales License

SECTION 2 – PERMIT or LICENSE INFORMATION			
If the applicant is a corporation or other legal entity, enter the name and the document number as registered with the Florida Department of State Division of Corporations on the line below.			
FEIN Number	Business Telephone Number	E-Mail Address (Optional)	
Full Name of Applicant(s): (This is the name the permit or license will be issued in)			Department of State Document #
Business Name (D/B/A) or Name of Event			
Location of Event (Street and Number)			
City	County	State FL	Zip Code
Mailing Address (Street or P.O. Box)			
City		State	Zip Code
<b>Contact Person - This section is optional, see application instructions for details</b>			
Contact Person		Telephone Number ext.	
Email Address (Optional)			
Mailing Address (Street or P.O. Box)			
City		State	Zip Code
Date(s) Permit Desired			

<b>ABT District Office Received Date Stamp</b>
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**SECTION 3 – SALES TAX  
TO BE COMPLETED BY THE DEPARTMENT OF REVENUE**

**Full Name of Applicant Organization**

The named applicant for a license/permit has complied with the Florida Statutes concerning registration for Sales and Use Tax and has agreed to pay any applicable taxes due.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

Department of Revenue Stamp:

**SECTION 4 - ZONING  
TO BE COMPLETED BY THE ZONING AUTHORITY GOVERNING THE EVENT LOCATION**

Location of Event (Street and Number)

City

County

The location complies with zoning requirements for the temporary sale of alcoholic beverages pursuant to this application for a One/Two/Three Day Permit.

Signed \_\_\_\_\_ Date \_\_\_\_\_

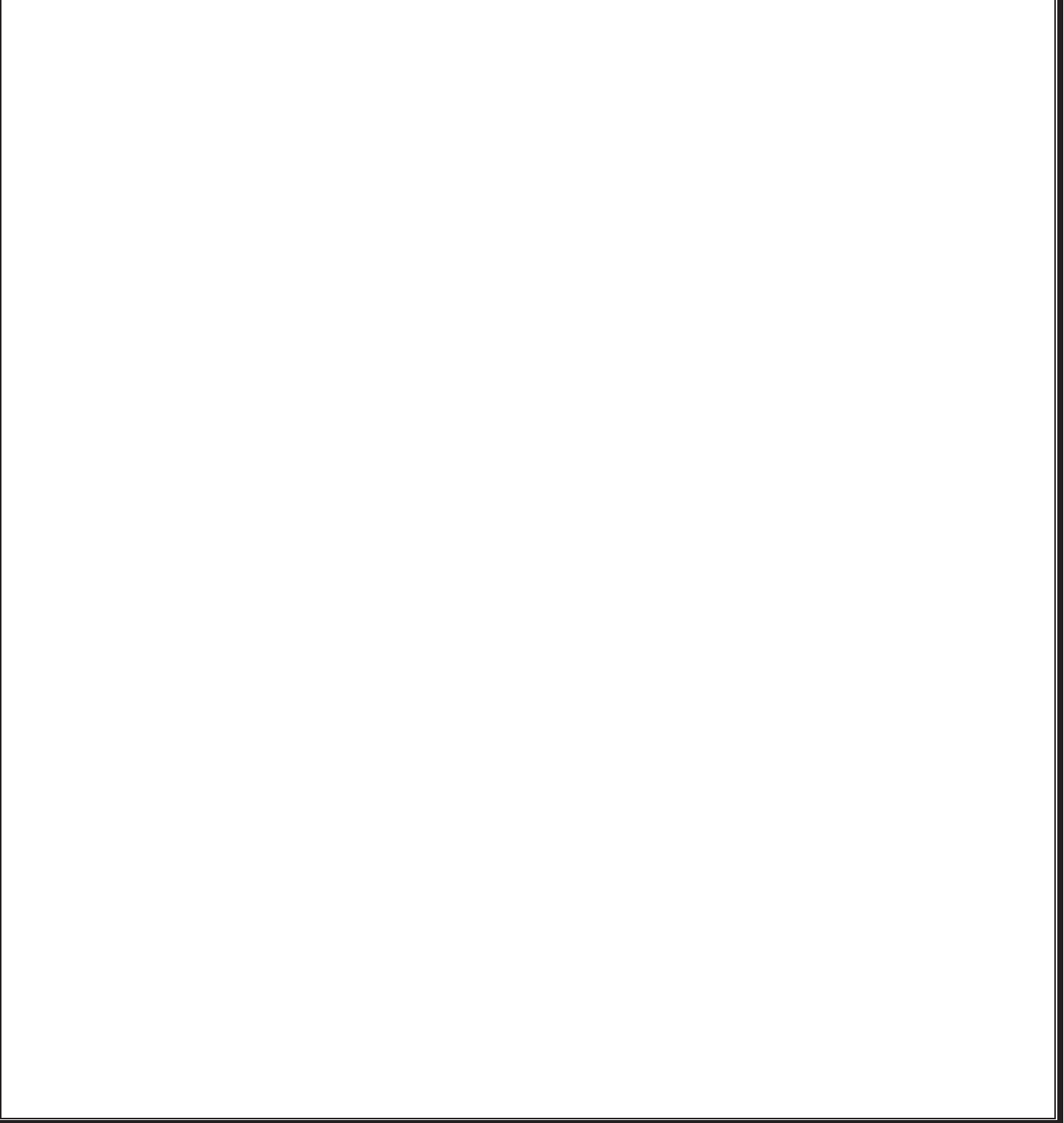
Title \_\_\_\_\_

**Note: College fraternities and sororities must meet certain additional conditions which can be found in the application instructions and requirements.**

**SECTION 5 – DESCRIPTION OF PREMISES TO BE LICENSED  
AB&T AUTHORIZED SIGNATURE REQUIRED**

Business Name (D/B/A) or Name of Event

Neatly draw a floor plan of the premises in ink, including sidewalks and other outside areas which are contiguous to the premises, walls, doors, counters, sales areas, storage areas, restrooms, bar locations and any other specific areas which are part of the premises where the event will be held. A multi-story building where the entire building is to be licensed must show the details of each floor.



**SECTION 6 - AFFIDAVIT OF APPLICANT  
FOR NON-PROFIT CIVIC ORGANIZATION ALCOHOLIC BEVERAGE PERMIT**

**NOTARIZATION REQUIRED**

**Full Name of Applicant Organization**

"This is to certify that the applicant requesting the permit in the above and foregoing application is a non-profit civic organization and that the permit, if used, will be used only by the organization making application, on the date(s) requested and at the location stated. By acceptance of this permit, we agree that the applicant organization, as the permit holder, is the ONLY entity that will receive any of the profits from the sale of alcoholic beverages on this permit. This is to further certify that the applicant organization has not received more than three (3) permits within the calendar year, unless otherwise authorized by law, and agree that the location may be inspected and searched during the time that the permit is issued and business is being conducted without a search warrant by authorized agents or employees of the Division of Alcoholic Beverages and Tobacco, the Sheriff, his Deputies, and Police Officers for purposes of determining compliance with the alcoholic beverage laws.

I, the undersigned individual, hereby swear or affirm that I am an officer and is duly authorized to make the above and foregoing statements on behalf of the applicant organization. Furthermore, I swear under oath or affirmation under penalty of perjury as provided for in Sections 559.791, 562.45, and 837.06, Florida Statutes, that the foregoing information is true to the best of my knowledge."

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
APPLICANT SIGNATURE

The foregoing was ( ) Sworn to and Subscribed OR ( ) Acknowledged Before me this \_\_\_\_\_ Day  
of \_\_\_\_\_, 20\_\_\_\_\_, By \_\_\_\_\_ who is ( ) personally known to me  
(print name(s) of person making statement)

OR ( ) who produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public Commission Expires: \_\_\_\_\_

**SECTION 7 - AFFIDAVIT OF APPLICANT  
FOR SPECIAL SALES LICENSE**

**NOTARIZATION REQUIRED**

**Full Name of Applicant Organization**

"I, the undersigned individual, or if a corporation for itself, its officers and directors, hereby swear or affirm that I am duly authorized to make the above and foregoing application for a special sales license which authorizes the sale of alcoholic beverages for period of up to three (3) days. I understand this license does not permit the sale of alcoholic beverages for consumption on the premises and only allows package sales in sealed containers and agree that the location may be inspected and searched during the hours that the special sale is being conducted without a search warrant by authorized agents or employees of the Division of Alcoholic Beverages and Tobacco, the Sheriff, his Deputies, and Police Officers for purposes of determining compliance with the beverages laws.

I swear under oath or affirmation under penalty of perjury as provided for in Sections 559.791, 562.45, and 837.06, that the foregoing information is true to the best of my knowledge and that no other person or entity except as indicated herein has an interest in the special sales license and that all of the above listed persons or entities meet the qualifications necessary to hold this special sales license."

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

APPLICANT

\_\_\_\_\_  
APPLICANT SIGNATURE

The foregoing was ( ) Sworn to and Subscribed OR ( ) Acknowledged Before me this \_\_\_\_\_ Day  
of \_\_\_\_\_, 20\_\_\_\_\_, By \_\_\_\_\_ who is ( ) personally known to me  
(print name(s) of person making statement)

OR ( ) who produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public Commission Expires: \_\_\_\_\_

## ATTESTATION

This form is to be completed by the alcoholic beverage license holder **ONLY** when the event of the non profit organization is being held at a location that is licensed by the Division of Alcoholic Beverages & Tobacco for the sale of alcoholic beverages.

Note: This attestation must have the original signature of the alcoholic beverage license holder (only persons on file with the division may sign) and must be submitted by the non-profit group along with the application for the One/Two/Three Day Permit.

Licensee:		
Business Name (DBA):		
License #:	Series of Permanent License: Type:	
Contact Person	Telephone Number ext.	
E-Mail Address (Optional)		
Name of Non-Profit Group:		
Date(s) of Event		

## IMPORTANT

A One/Two/Three Day permit is being requested for an event to be held on your licensed premises. During the event, no sales or service of alcoholic beverages may be made under your alcoholic beverage license in the area identified for use by the non-profit organization. Failure to comply will result in administrative charges being filed against your license.

Signature of Licensee: \_\_\_\_\_

Date: \_\_\_\_\_