

St. Maximilian Kolbe Catholic Church

5720 Hamilton-Mason Rd. Liberty Township, OH 45011 | saint-max.org

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TEMPORARY LIQUOR PERMIT INSTRUCTIONS

A temporary liquor permit must be obtained from the state of Ohio if you choose to sell alcohol by the drink or as part of the price of admission for your event. It is unlawful to serve an unlimited number of drinks for the price of admission. Complete liquor laws and rules may be found at [Temporary Permits Guide | Ohio Department of Commerce](#).

IMPORTANT NOTES:

- Alcoholic beverages must be purchased from a brewery, winery or wholesale distributor.
- Donations of alcoholic beverages is prohibited.
- No personal alcohol may be brought onto parish property, including volunteers.
- Volunteers must purchase alcoholic beverages, no free drinks are permitted.
- Alcoholic beverages may not be included as prizes in a raffle or silent auction with certain permits. Be sure you understand each permit's regulations.
- Alcoholic beverages must be sold and consumed within the defined premises on the permit.
- It is illegal to allow patrons to remove or consume alcoholic beverages outside the defined premises on the permit
- No alcohol may be consumed after 1am.
- Permit must be posted.

TYPICALLY USED TEMPORARY PERMITS:

- F (\$40) permits allow the sale of beer only – limited to a 5 day event, 2 permits per 30 day period.
- F-2 (\$150) permits allow the sale of beer, wine, mixed beverages and/or spirituous liquor – limited to a 4 day event, 1 permit in any 30 day period.
- F-6 (\$50) permits allow the sale of wine only.

APPLICATION PROCESS:

1. Visit [Liquor Control \(DOLC\) | Ohio Department of Commerce](#).
2. Click on Temporary (Event) Permits in the left column.
3. Click on applications and forms in the left column.
4. Click on the appropriate form for your event.
5. The forms are fillable for most of the information. Complete it as much as you are able, print, and bring to the parish office for completion. Your signature must be notarized. For your convenience, there are several notaries on staff.
6. The permit must also be signed by our pastor.
7. The permit is then dropped off at the Sheriff of Butler County, 705 Hanover Street, Hamilton OH for his signature. They will call you when the document is ready for pick up. This may take up to several days.
8. After the forms are completed and received, make a copy for yourself and mail the originals with a check to the address on the permit.

"Never be afraid of loving Mary too much. You can never love her more than Jesus did."

- St. Maximilian Kolbe

ALCOHOL SERVER KNOWLEDGE:

- The ID should be checked at point of sale – that is the actual person who serves the alcohol, not the person supplying the wristbands or selling tickets.
- If you believe an ID is fake, ask the year they graduated from high school or their age to confuse them.
- Check that the license has not expired.
- Compare their eyebrows, eye color and nose to their photo...this area of the face never changes.
- Do NOT serve a person who is obviously intoxicated.
- Limit 2 drinks per person per purchase.
- Servers must be 21. St. Max guideline, not state law.