

**ST. MAXIMILIAN KOLBE PARISH
LIBERTY TOWNSHIP OH
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 www.com.state.oh.us.

To obtain the proper temporary permit form:

1. Visit www.com.state.oh.us.
2. Click on Liquor Control.
3. Under Applications and Forms, click on Licensing Section (Retail Liquor Permit Information).
4. Page down to Licensing: Temporary Liquor Permit Applications.
5. Click on F permit (for beer only) or F-2 permit (for beer, wine, mixed beverages, and spirituous liquor).
6. Complete the form as much as you are able. Your signature must be notarized.
7. For your convenience, the pastoral associate for stewardship and parish resources is a notary and will complete the section "Consent of Real Property Owner" for you.
8. The permit must then be taken to 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.
9. Once the forms are completed and received, make a copy for yourself and mail with a check to the address on the permit.

Of particular note:

- F permits allow the sale of beer only – limited to a 5 day event, 2 permits per 30 day period.
- F-2 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.
- Donation of any alcoholic beverages is prohibited.
- Alcoholic beverages must be purchased from a brewery, winery or wholesale distributor.
- Alcoholic beverages may NOT be included as prizes in a raffle or silent auction.
- No personal alcohol may be brought onto parish property, including volunteers.
- Volunteers must purchase alcoholic beverages, no free drinks are permitted.
- 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.

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 law, not state law.