

Special Temporary License Application Instructions

Kentucky Department of Alcoholic Beverage Control applications filed with Lexington-Fayette Urban County Government Alcoholic Beverage Control **MUST BE COMPLETE** (including all local requirements).

Applications may be submitted to the LFUCG ABC located at 150 East Main Street, Lexington, KY 40507. **Fax and Email WILL NOT be accepted.** Maintain a copy of the application to submit to the Kentucky Department of Alcoholic Beverage Control upon receipt of approval.

To obtain a copy of the KY ABC Application, please visit their website: <http://abc.ky.gov> or call (502) 564-4850.

LFUCG ABC Requirements

Licensing Fees

LFUCG ABC licensing fees **MUST** be paid prior to the submission of an application. Refer to the below fee table to determine the licensing fees. Then complete a *Payment Form* www.lexingtonky.gov/abc.

Provide a response to the following questions: (supplement to question 14)

- Alcoholic beverages will be sold from how many locations? (The event will required additional license(s) if multiple point of sales (P.O.S) exist)
- Provide a copy of the charitable gaming permit (if applicable)
- Will alcoholic beverage products be included as part of a silent auction?
- What security measures will be used during the event?

Application Review Process

A complete *Special Temporary License Application* not received at least 14 business days prior to the event date **CANNOT** be guaranteed approval.

Approved applicants will be sent a signed copy of the *Special Temporary License Application* signature page with the administrator's signature of approval. The LFUCG ABC special temporary license will be issued at that time.

It will be the applicant's responsibility to submit their application to the KY ABC Office in Frankfort after receiving local approval

LFUCG ABC TEMPORARY LICENSE (\$)	FEE
Special Temporary license *includes liquor/wine/beer	\$ 166.66
Distilled Spirits And Wine Special Temporary Auction	\$ 200.00

LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT
ALCOHOLIC BEVERAGE CONTROL
150 EAST MAIN ST, LEXINGTON, KY 40507
(859) 258-3796 www.lexingtonky.gov/abc email: abc@lexingtonpolice.ky.gov

FEE PAYMENT FORM

Please submit this payment form along with a certified check, cashiers check or money order to the LFUCG Division of Revenue Office 200 East Main St. 2nd Floor - Government Center Lexington, KY 40507. Payments should be made payable to LFUCG.

Name of Licensee or Company: _____

Business Name (DBA): _____

Premises Address: _____

Amount: \$_____

Leave Blank- For Revenue Use Only

Date: _____

Account #: _____
(Not applicable on Special Temporary Licenses)

Amount collected: \$_____

Operator: _____

Return this form to the LFUCG ABC office after submitting fees.