

# Alcohol at Your Event

When you choose to have alcohol at your event, you must contact the Indiana State Excise Police in Vincennes at (812) 882-1292. They will instruct you on state laws regarding alcohol. We will enclose an application for the permit in your lease packet.

If you are required to obtain an alcohol permit, please retain original permit in your possession until your event takes place and send the fairgrounds a copy two weeks before your event. It is your responsibility to post the necessary alcohol permit wherever you choose to dispense alcohol at your event.

The following is from Indiana State Excise Police Website

DO I NEED ANY TYPE OF PERMIT TO DISPENSE ALCOHOLIC BEVERAGES AT MY ONE TIME EVENT?

**Persons wishing to dispense beer or wine** at their event must first obtain a temporary permit. See Additional information below. Temp Permit App Instructions

**If you wish to dispense liquor at your event**, you must hire a licensed alcoholic beverage caterer. Many bars and restaurants that hold liquor permits also hold catering permits. If you are unable to locate any licensed caterers in your area, contact the Excise police to learn who holds catering permits in your area. Indiana Excise District 5 (812) 882-1292

Gibson County Fairgrounds  
709 N. Embree Street  
Princeton, Indiana 47670  
(812) 385-3445

MORE INFORMATION BELOW

## **INDIANA EXCISE INFORMATION**

Indiana Excise Police District 5  
3650 S US Highway 41  
Vincennes, IN 47591  
Phone: (812) 882-1292

**\*\*\*PLEASE READ CAREFULLY.\*\*\***

A COMPLETED APPLICATION MUST BE SUBMITTED TO THE LOCAL EXCISE OFFICE AT LEAST FIVE (5) DAYS PRIOR TO THE EVENT. FAILURE TO DO SO WILL RESULT IN DENIAL OF THE APPLICATION. If the event is within the next 5 days, you may elect to seek the services of a license supplemental caterer.

### **A temporary permit is good for beer and wine only - not liquor.**

If you want to have **liquor** served at your event, **you must have a licensed alcoholic beverage caterer**. A temporary permit is valid for on premises consumption only. Carry-out sales are not permitted and persons are not allowed to bring alcoholic beverages into a temporary function.

**The fee is Fifty Dollars (\$50) per day.** The fee must be paid by business check, money order, certified check or cashier's check.

**In order to receive a TEMPORARY PERMIT, you must submit the following to the Commission:**

- A completed application containing required signatures
- The floor plan must be completed on the application or attached to it on 8.5" x 11" paper. The floor plan must be legible. If a family room is to be utilized, it and the bar area must be specified on the floor plan.)
- The signature of the Local Law Enforcement who has jurisdiction over the location.  
Princeton Police Department

You must have individuals (at least 21 years of age) who are licensed servers and bartenders to serve at the temporary function. Temporary Employee permits are available that can only be used during the temporary function.

The completed application must be submitted to the local Excise office at least fifteen (15) days prior to the event. Once the application is approved and processed at the district, you will receive an official temporary permit approval letter. Please display the temporary permit approval letter at your event.