

ALCOHOL PERMIT INFORMATION

The following permit process can be difficult for some, as you will have to set up an account with the State of Indiana to complete the permitting process. If you are using a Caterer to serve your alcohol, they should apply for the permit.

If you would like the fairgrounds staff to apply for your permit, we can do so for a fee. The non-refundable fee is \$155 for a one-day permit, this includes the state's \$50 permit fee and processing fees.

You may apply on your own if you wish and the following information is information to help you do so.

As of January 1, 2024, the state requires applications for temporary beer/wine permits must be completed using the Indiana Alcohol and Tobacco Commission (ATC). Paper applications will no longer be accepted.

** If you are using a Caterer, they should apply for the permit.

To apply for an Alcohol Permit go to www.in.gov and Register for an Access Indiana Account or log in with an existing Access Indiana Account.

You will need the following information:

- Name of applicant applying for Permit (organization/club/individual)
- Address of applicant (organization/club/individual)
- Name of person making application, email address and phone number
- Name of contact person for event, email address and phone number
- Beginning day of event (Friday, Saturday etc.)
- Beginning date of event (month, day, year)
- Ending day of event (Friday, Saturday etc.)
- Ending date of event (month, day, year)
- Type or description of event
- Time of event start time
- Time of event end time
- Exact address of event venue

Gibson County Fairgrounds
705 N. Embree Street – **Toyota Events Center**
1015 N. Embree Street – **Exhibit Hall Building**
Princeton, Indiana 47670

You will need to include a floor plan showing the diagram of where the alcohol will be served. This can be included on a separate piece of paper.

Once permit is filled out, you will need to print out permit and have the applicant sign the permit and have the Sheriff or Chief of Police of the jurisdiction where the event is being held to also sign the permit.

You will then need to scan this form and the drawing to upload into the Portal and submit for processing.

The fee to the State is \$50.00 plus the service fee that the state charges, this is a non-refundable fee.

ADDITIONAL ALCOHOL PERMIT INFORMATION

A temporary beer and wine permit in Indiana allows qualified individuals or organizations to serve alcohol at a specific event, and applications must be submitted online at least five business days before the event.

Eligibility and Purpose

Temporary beer and wine permits are issued by the **Indiana Alcohol and Tobacco Commission (ATC)** to qualified applicants for short-term events, such as festivals, fundraisers, or nonprofit activities. The permit allows the holder to serve beer and wine without obtaining a full retail or dealer permit. Applicants must meet all requirements set by the ATC, including age and compliance with state alcohol laws.

Application Process

- **Online Submission:** As of January 1, 2024, all temporary beer and wine permit applications must be completed through the **ATC Online Application Portal**; paper applications are no longer accepted [IN.gov](#).
- **Deadline:** Applications should be submitted **at least five business days before the event**. In certain cases, the ATC chairman or designee may approve applications submitted later, at their discretion.
- **Required Information:** Applicants must provide details about the event, location, dates, and the type of alcohol to be served. Supporting documents may include proof of nonprofit status if applicable, and any other documentation required by the ATC [IN.gov](#).

Go to:

www.in.gov/atc/alcohol-permit-resources/alcohol-permit-applications-and-forms/

[ATC: Alcohol Permit Applications & Forms - IN.gov](#)

Find out how to apply for various alcohol permits in Indiana, including temporary beer/wine permits. As of January 1, 2024, online applications are required and paper applications are no longer accepted.

ATC Home

Indiana State Excise Police Home

About Us

Contact

Alcohol Permit Resources

- Alcohol Permit Information
- Alcohol Permit Applications & Forms**
- Human Trafficking
- Designated Outdoor Refreshment Areas
- Permit Auctions
- Type II Gaming

ATC / Alcohol Permit Resources / Alcohol Permit Applications & Forms

Alcohol Permit Applications & Forms

We are happy to provide guidance and direction on the permit application process, including how to obtain an alcohol permit. However, we cannot provide legal or business advice while doing so. Please consult a private attorney if you have specific legal questions related to an application form or any permit requirements. Additionally, please note that the permit application and issuance process may take up to ninety (90) days once a completed application has been submitted. Incomplete or incorrect applications may be returned.

Click the following link for a list of [required documents by permit type](#).

Click the following link for instructions on [how to print a copy of your permit online](#).

IMPORTANT NOTICE: As of February 1, 2026, all new and renewal employee and salesman permit applications must be completed electronically using the [Online Application Portal](#). Paper applications will no longer be accepted.

As of January 1, 2024, applications for temporary beer/wine permits must be completed using the [Online Application Portal](#). Paper applications will no longer be accepted.

ATC Home

Indiana State Excise Police Home

About Us

Contact

Alcohol Permit Resources

- Alcohol Permit Information
- Alcohol Permit Applications & Forms**
- Human Trafficking
- Designated Outdoor Refreshment Areas

Online Applications

- Online Application for Facility Permits +
- Online Application for Employee Permits +
- Online Application for Primary Source Registrations +
- Online Application for Designated Refreshment Areas +
- Online Application for Temporary Permits +**

ATC Home

Indiana State Excise Police Home

About Us

Contact

Alcohol Permit Resources

- Alcohol Permit Information
- Alcohol Permit Applications & Forms**
- Human Trafficking
- Designated Outdoor Refreshment Areas
- Permit Auctions
- Type II Gaming

Tobacco Certificate Resources

Online Applications

- Online Application for Facility Permits +
- Online Application for Employee Permits +
- Online Application for Primary Source Registrations +
- Online Application for Designated Refreshment Areas +
- Online Application for Temporary Permits -**

- [Local Authorization Form for Temporary Permits](#) (required for all online temporary beer/wine permit applications)
- [Apply online for Temporary Beer/Wine Permit Application](#)

Instructions: Obtain local law enforcement (NOT EXCISE) approval first on the Local Authorization for Temporary Beer & Wine Permit Application form. After obtaining this, click on the link above to apply for this permit type. Once logged in, select "Initial Application" at the top of the page. Select "Alcoholic Beverage" as the profession, then select "Business", then select "Temporary Beer & Wine Event Permit Application", and follow the remaining prompts. Must be submitted online fully and properly complete a minimum 5 full business days prior to the start of the event.

Fill out Local authorization for Temporary Beer & Wine Event Permit Application with your information. You will need to sign the form, and you will need to have the Chief of Police or Sheriff to sign your application. You can draw your diagram of the room set up on this form or attach a separate sheet. You

will need to scan this page and if you have diagram on a separate sheet that page will need scanned also. You will have to upload these documents when you are submitting your application. Make sure your diagram shows a designated area for 21 & order to be served drinks. ** Make sure the form is the most current or it won't be accepted



LOCAL AUTHORIZATION FOR TEMPORARY BEER & WINE EVENT PERMIT APPLICATION

State Form 57863 (R1 / 7-25)

- INSTRUCTIONS:
1. Applicant must complete all requested information.
 2. Please type or print clearly.
 3. Obtain required community clearance signatures and then upload with the online Temporary Beer & Wine Event application when applying.

NOTE: THIS FORM IS ONLY TO BE USED WITH ONLINE APPLICATION. Visit <https://mylicense.in.gov/eGov/ML1.html> to submit the online application.

STEP 1. GENERAL INFORMATION			
Name of applicant applying for permit (organization, club, corporation, individual - such as XYZ 123 Inc)			
Address of applicant (number and street, city, state, and ZIP code)		E-mail address	
Printed name of person making application		Emergency contact telephone number	
Printed name of contact person of event		Emergency contact telephone number	
STEP 2. EVENT INFORMATION			
Beginning day (Monday, Tuesday, etc)	Beginning date (month, day, year)	Ending day (Monday, Tuesday, etc)	Ending date (month, day, year)
Time of event Start time <input type="checkbox"/> AM <input type="checkbox"/> PM		End time <input type="checkbox"/> AM <input type="checkbox"/> PM	
Type or description of event			
Exact address of event (number and street, city, state, and ZIP code - if occurring in a suite, suite MUST be included) Gibson County Fairgrounds Toyota Event Center, 709 N. Embree Street, Princeton Indiana 47670			
STEP 3. FLOORPLAN (DRAW OR ATTACH SEPARATELY)			
Kitchen	Sound Room	EXIT	RESTROOMS
Bar Serving Area		EXIT	
EXIT	21 and Over	EXIT	
EXIT		EXIT	
EXIT		EXIT	
STEP 4. APPLICANT VERIFICATION			
<i>The below signed applicant affirms under the penalties of perjury that the information contained in this form is true and accurate.</i>			
Printed name of applicant X	Signature X	Date signed (month, day, year) X	
STEP 5. COMMUNITY CLEARANCE			
Printed name of Sheriff of county, or Chief of Police, or Town Marshall of jurisdiction where the event will be held X	Signature X	Date signed (month, day, year) X	
Printed name of the mayor (if the event is held in Fort Wayne)	Signature	Date signed (month, day, year)	
FOR OFFICE USE ONLY			
Approved <input type="checkbox"/> Denied <input type="checkbox"/>	Permit Number	Reviewed By	Date Reviewed

Select Apply Online

Indiana Alcohol and Tobacco Commission Search ATC

- ATC Home
- Indiana State Excise Police Home
- About Us
- Contact
- Alcohol Permit Resources
 - Alcohol Permit Information
 - Alcohol Permit Applications & Forms**
 - Human Trafficking
 - Designated Outdoor Refreshment Areas
 - Permit Auctions
 - Type II Gaming
- Tobacco Certificate Resources

Online Applications

- Online Application for Facility Permits +
- Online Application for Employee Permits +
- Online Application for Primary Source Registrations +
- Online Application for Designated Refreshment Areas +
- Online Application for Temporary Permits -**

- [Local Authorization Form for Temporary Permits](#) (required for all online temporary beer/wine permit applications)
- [Apply online for Temporary Beer/Wine Permit Application](#)

Instructions: Obtain local law enforcement (NOT EXCISE) approval first on the Local Authorization for Temporary Beer & Wine Permit Application form. After obtaining this, click on the link above to apply for this permit type. Once logged in, select "Initial Application" at the top of the page. Select "Alcoholic Beverage" as the profession, then select "Business", then select "Temporary Beer & Wine Event Permit Application", and follow the remaining prompts. Must be submitted online fully and properly complete a minimum 5 full business days prior to the start of the event.

You will need to create an account

<https://mylicense.in.gov/esgv/mlc.html>

IN.gov **INDIANA LICENSING ENTERPRISE**
MANAGED BY PLA

Welcome to the Indiana Licensing Enterprise

For information about applying online or to access ATC forms, click [here](#).

Alcohol Permits

Login with Access Indiana

[Register for an Access Indiana account](#)

[Get Help Creating Your Account](#)

After you create your account, you will be able to do an initial application

The screenshot shows the MyLicense One dashboard. At the top, there is a navigation bar with the Indiana Licensing Enterprise logo and the text "Indiana Licensing Enterprise". Below this, a welcome message reads "Welcome to MyLicense One". Two blue buttons are visible: "INITIAL APPLICATION" and "PAY INVOICES". The "Licenses" section is highlighted with a black arrow. It displays a table for "Ashley Hutton" with the following data:

Type	License Number	Status	Expiration	Actions
Temporary Beer & Wine Event	TM0113705	Expired	5/17/2025	...

Start answering the questions

The screenshot shows the initial application form. At the top, there is a navigation bar with the Indiana Licensing Enterprise logo and the text "Indiana Licensing Enterprise". The main content area is titled "Select your profession". Below this, there is a dropdown menu with the text "Please select an answer" and "Alcoholic Beverage" selected. A "NEXT" button is visible below the dropdown menu. At the bottom, there is a link "Return to Dashboard".

Are you applying for a Business Permit or an Individual Permit

Please select an answer

Business

BACK

NEXT

[Return to Dashboard](#)

Select the Business Application Type

Please select an answer

Temporary Beer & Wine Event Permit Application

BACK

NEXT

[Return to Dashboard](#)

Temporary Beer & Wine Event Permit Application

BACK

START APPLICATION

[Return to Dashboard](#)

Temporary Beer & Wine Event Permit

- 1 Getting Started
- 2 General Information
- 3 Event Information
- 4 Temporary Employee Permit Information
- 5 Acknowledgment

Getting Started

I understand that this application must be submitted no later than 5 FULL BUSINESS days prior to the start of this event and requests under this time frame will be denied.

Please Select
Yes

I understand that a Temporary Beer & Wine permit can not be issued to a space which is already a licensed premises, including any pending application to become a licensed premises, unless a legal exception applies under IC 7.1-5-8-4.

Please Select
Yes

I understand that there will be NO REFUNDS on all Denied Temporary Beer & Wine Event requests, regardless of circumstances. I understand there will be NO RAINCHECKS for different dates.

Please Select
Yes

Temporary Beer & Wine Event Permit

Saved 7:55 PM CDT

- 1 Getting Started
- 2 General Information
- 3 Event Information
- 4 Temporary Employee Permit Information
- 5 Acknowledgment

Applicant Information

Name of applicant applying for a permit

Organization, Club, Corporation, or Individual

This address is the mailing address or contact address for the applicant.

Address Line 1

Address Line 2

City

State
IN

Zip Code

Email Address

You will be asked the same questions that were on the form. You will have to attach your form and diagram if it on a separate form. Once completed you will be asked for your credit card information. After submission and payment (\$50 Plus a service fee), it is usually approved in a couple of days. These approved forms will need to be forwarded to Connie in our office and must be posted at your event at the fairgrounds.