


**REQUEST FOR TEMPORARY EXTENSION OF PREMISE INTO A SPECIAL EVENT\* APPROVAL  
INSTRUCTIONS**
**WHICH FORM DO I NEED TO COMPLETE?**

Complete and submit this form (ABC-817) if you:

- currently possess a liquor license and are applying for a **temporary extension of your licensed premise into a special event\* area held on public streets, alleys, roads, sidewalks or highways when a special event temporary permit has been approved.**

Complete and submit the *REQUEST FOR TEMPORARY EXTENSION OF PREMISE APPROVAL (ABC-816)* if you:

- currently possess a liquor license and are applying for a **temporary extension** of your licensed premise.

Complete and submit the *REQUEST FOR PERMANENT PREMISE APPROVAL (ABC-806)* if you:

- are applying for a new liquor license.
- currently possess a liquor license and are applying for a **permanent change** to your existing licensed premise.
- currently possess a liquor license and are changing your location. You must also complete and submit the *ABC LIQUOR LICENSE/PERMIT BUSINESS NAME AND/OR ADDRESS CHANGE FORM (ABC-22)* along with a copy of the lease or deed.

All forms may be found on our website at: <https://ksrevenue.org/abcforms.html>

**INSTRUCTIONS TO COMPLETE THE REQUEST FOR TEMPORARY EXTENSION OF PREMISE INTO A SPECIAL EVENT\* APPROVAL (ABC-817):**

1. SPECIAL EVENT\* TEMPORARY PERMIT INFORMATION. Enter the information requested.
2. LICENSEE INFORMATION. Enter the licensee information requested.
3. DIAGRAM. Check the appropriate box, then draw a complete diagram of the premises for which you are seeking license approval **or** attach your drawing to the ABC-817 form, provided it is no larger than 8½ X 11.
  - a. The diagram must include **all** entrances, exits and interior doors, walls, coolers, bars, liquor storage space, kitchen, counters, sales area, office, restrooms, etc.
  - b. The diagram must show approximate dimensions of the premise for which you are seeking approval.
  - c. The diagram must indicate your current premise **and** the special event temporary extension area.
4. ZONING. Take the form to the city/county clerk to complete the zoning section of the form.
5. Sign and date form.
6. Submit your completed request to the ABC by mail, fax or email to [KDOR\\_ABC.Licensing@ks.gov](mailto:KDOR_ABC.Licensing@ks.gov) **at least 10 calendar days prior to the special event.**

**CONTACT INFORMATION:**

If you have questions or need assistance, please contact us by:

- **Phone: 785-296-7015; or,**
- **Email: [KDOR\\_ABC.Licensing@ks.gov](mailto:KDOR_ABC.Licensing@ks.gov)**

*\*A special event is defined by K.S.A. 41-719(a)(2). Alcoholic liquor may be consumed at a special event held on public streets, alleys, roads, sidewalks or highways when a temporary permit has been issued pursuant to K.S.A. 41-2645, and amendments thereto, for such special event. Such special event must be approved, by ordinance or resolution, by the local governing body of any city, county or township where such special event is being held. No alcoholic liquor may be consumed inside vehicles while on public streets, alleys, roads or highways at any such special event.*

STATE OF KANSAS

ALCOHOLIC BEVERAGE CONTROL  
 109 SW 9<sup>th</sup> STREET  
 P.O. Box 3506  
 TOPEKA KS 66601-3506



DEPARTMENT OF REVENUE  
 PHONE: 785-296-7015  
 FAX: 785-296-7185  
 www.ksrevenue.org/abc.html

**REQUEST FOR TEMPORARY EXTENSION OF PREMISE INTO A SPECIAL EVENT\* APPROVAL**

Use this form only if you wish to temporarily extend your licensed premise into a special event\* held on public streets, alleys, roads, sidewalks or highways when a temporary permit has been issued.

**Special Event Temporary Permit Information**

Event Name	Event Street Address	City	County	Zip Code
Date of Event	From Time	<input type="checkbox"/> AM <input type="checkbox"/> PM	To Time	<input type="checkbox"/> AM <input type="checkbox"/> PM
Date of Event	From Time	<input type="checkbox"/> AM <input type="checkbox"/> PM	To Time	<input type="checkbox"/> AM <input type="checkbox"/> PM
Date of Event	From Time	<input type="checkbox"/> AM <input type="checkbox"/> PM	To Time	<input type="checkbox"/> AM <input type="checkbox"/> PM

**Licensee Information:**

Business DBA Name	License Number	
Business Location Street Address	City	Zip Code
Contact Phone Person	Phone Number	Email Address

**Diagram**

Check the appropriate box then draw a complete diagram of the premises for which you are seeking approval or attach your drawing. The diagram must indicate the current premise and the special event temporary extension area. **Architectural drawings will not be accepted.**

**Check one:**  Diagram drawn below       8½" X 11" drawing attached

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**Zoning:**

**CERTIFICATE OF CITY, TOWNSHIP OR COUNTY CLERK**

I HEREBY CERTIFY THAT THE PREMISES AT \_\_\_\_\_ IS:  
Location Street Address City Zip

(Check one box in each section below)

CITY LIMITS:  **Inside** the incorporated city limits  **Outside** the city limits \_\_\_\_\_  
County

PREMISE:  complies with all local ordinances/resolutions concerning the sale and consumption of alcoholic liquor.

(Seal)

CLERK SIGNATURE \_\_\_\_\_  City Clerk  Township Clerk  County Clerk

PRINTED NAME \_\_\_\_\_ DATE \_\_\_\_\_ PHONE \_\_\_\_\_

I understand that I must maintain a copy of the approved diagram on the licensed premise and make available for immediate inspection upon request.

**Under penalties of perjury, I declare the information contained in this document a true, accurate and complete disclosure of information.**

\_\_\_\_\_  
Licensee Signature Printed Name Date

ABC Office Use Only

<p><b>Special Event Temporary Permit#</b> _____</p> <p><input type="checkbox"/> <b>DIAGRAM APPROVED AS SUBMITTED</b></p> <p><input type="checkbox"/> <b>DIAGRAM DENIED</b></p> <p>Reason Denied:</p>	<p>Signature of ABC Official</p>	<p>Date</p>
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