



# TEXAS ALCOHOLIC BEVERAGE COMMISSION

*Texans Helping Businesses & Protecting Communities*

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**Commission Member**  
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*Executive Director*

April 6, 2018

LICENSING BULLETIN – LIC002

## *Fees for Expedited Processing of Catering and Festival Certificates*

To: Alcoholic Beverage Industry

The Texas Alcoholic Beverage Commission (TABC) has recently amended Administrative Rule 33.23, which governs license and certificate surcharges as well as expedited processing fees.

**Effective April 16, 2018**, businesses, individuals or groups seeking a **Caterer Certificate**, **Temporary License/Permit**, and **Certificates for Use of Winery Festival Permit** may be subject to expedited processing fees if they submit their application to TABC after the recommended deadline of **10 business days** before the event for which the certificate or permit is needed. Please note, **fees for temporary permits have not increased**; expedited processing fees are only assessed for applications not received by TABC prior to the deadline.

Expedited processing fees are as follows:

- **\$300** for applications submitted **nine to seven business days** before the event;
- **\$500** for applications submitted **six to four business days** before the event; and
- **\$900** for applications submitted **three to one business days** before the event.

TABC is taking steps to make it easier to obtain a certificate or temporary permit without having to pay an expedited processing fee. Any individual or organization applying for a certificate or permit may now submit their application by e-mail to their local TABC licensing office. Applications are no longer required to be submitted in person.

Applications received in the office or by e-mail prior to the deadline will not be subject to expedited processing fees. **Applications received after 2 pm will be dated as received the following business day.** Applicants may submit their temporary permit or certificate paperwork by e-mail using the following addresses:

Region 1 – Abilene  
Region 1 – Amarillo  
Region 1 – Lubbock  
Region 1 – El Paso  
Region 1 – Odessa

[abilenecatering@tabc.texas.gov](mailto:abilenecatering@tabc.texas.gov)  
[amarillocatering@tabc.texas.gov](mailto:amarillocatering@tabc.texas.gov)  
[lubbockcatering@tabc.texas.gov](mailto:lubbockcatering@tabc.texas.gov)  
[elpasocatering@tabc.texas.gov](mailto:elpasocatering@tabc.texas.gov)  
[odessacatering@tabc.texas.gov](mailto:odessacatering@tabc.texas.gov)

**P.O. Box 13127 ★ Austin, Texas 78711-3127 ★ (512) 206-3333 ★ [www.tabc.texas.gov](http://www.tabc.texas.gov)**

***An Equal Opportunity Employer***

Region 2 – DFW and East Texas  
Region 3 – Houston and Coastal Bend  
Region 4 – Austin and Central Texas  
Region 5 – San Antonio and Border Area

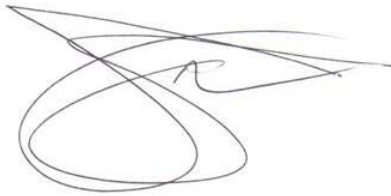
[cateringarlingtonregion@tabc.texas.gov](mailto:cateringarlingtonregion@tabc.texas.gov)  
[cateringhoustonregion@tabc.texas.gov](mailto:cateringhoustonregion@tabc.texas.gov)  
[cateringaustinregion@tabc.texas.gov](mailto:cateringaustinregion@tabc.texas.gov)  
[cateringsanantonioregion@tabc.texas.gov](mailto:cateringsanantonioregion@tabc.texas.gov)

All catering requests should be submitted using the forms found at this link: <http://www.tabc.texas.gov/forms/licensing/CateringCertificateRequestPacket.pdf>. Please include all necessary documentation such as property owner permission and a map/diagram of the event. The event date and city should be included in the subject line of the e-mail.

We understand that these changes could affect your business. TABC is here to serve you and work with all applicants to answer questions and assist throughout the application process.

If you have any questions, or need assistance, please contact your local TABC Licensing Office or e-mail [licensing@tabc.texas.gov](mailto:licensing@tabc.texas.gov).

Sincerely,

A handwritten signature in black ink, appearing to read 'Jo Ann Joseph', with a large, stylized flourish at the end.

Jo Ann Joseph  
Director of Licensing  
Texas Alcoholic Beverage Commission