



Division Use Only:

Permit #: \_\_\_\_\_

## Cancel a Temporary Permit / Application or Change the Event Date

### INSTRUCTIONS – READ FIRST BEFORE YOU FILL OUT THIS FORM

This form **MUST** be used when you want to:

- Cancel a temporary (event) permit/application; or
- Change the event dates, as allowed within Ohio law, that were listed on the temporary permit/application.

Whichever reason you select above, you **MUST** send this form to us no later than the start date/time of your event that was listed on your submitted application.

- For example, if you applied for a temporary permit for an event starting on the following Friday and you now want to cancel that application, you must submit your signed cancellation request to us no later than that Friday that the event was supposed to start.
- If, on the other hand, you have an event scheduled to start on a Friday and instead of canceling it you want to move it to the next Friday, then again you **MUST** send us your signed change event date request no later than the Friday when the event was originally scheduled to start.

If you timely request to cancel your application/permit or change the event dates, we will:

- Refund you the permit fee in full provided payment sent to us has cleared your bank (expect a check in 4 to 6 weeks). We will send the check to the mailing address listed on the original application.
- Change the event dates to the ones listed below, including securing any additional information from you, like amended street closures.

**Untimely requests**, which are those made **AFTER** the start date listed on your original application, will **NOT** be refunded nor will we move the dates. Rather you will have to reapply for another qualifying permit type. This includes if your event starts but is unable to complete. For example, if you have your event on Friday and Saturday, and it is cancelled on Sunday due to weather, etc. then no refund will be issued.

#### \* SECTION A – Requested Temporary Permit Information

Permit #:		Permit Class (i.e., F, F-2, etc.):	
Applicant's (Non-profit Organization's) Name:			
Permit Address:	Township (if applicable):	City:	Zip:
Original Start Date:		Original End Date:	

**\* SECTION B – Cancellation or Change Event Dates Information**

Please select ONE of the below boxes:

- ☐ **CANCEL** the above captioned Temporary Permit and **REFUND** the permit fee on deposit (check will be sent to the mailing address listed on the original application).
- ☐ **CHANGE** the events start and end dates/times to the following:

Start Date: \_\_\_\_\_

Time: \_\_\_\_\_

End Date: \_\_\_\_\_

Time: \_\_\_\_\_

**\* SECTION C – CERTIFICATION OF FORM**

**CERTIFICATION OF FORM:** (Note, the person signing must be an authorized representative of the organization that submitted the original application or MUST provide an executed power of attorney to sign on behalf of the organization).

By signing below, I certify and understand that:

- I have authority to execute this document;
- I have read the above instructions prior to signing this document and in light of those instructions still make this request; and
- The information provided is true, correct, and complete to the best of my knowledge and belief.

\_\_\_\_\_  
(Signature of Authorized Representative)

\_\_\_\_\_  
(Please Print Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

Submit this completed form to:

[LiquorTemps@com.ohio.gov](mailto:LiquorTemps@com.ohio.gov) OR

Ohio Department of Commerce – Division of Liquor Control  
c/o Temporary Section  
6606 Tussing Road  
Reynoldsburg, OH 43068-9005

For Questions call (614) 644-3155

Or email [liquortemps@com.ohio.gov](mailto:liquortemps@com.ohio.gov)

Office Hours: 8:00 a.m. - 5:00 p.m. EST