



## TEMPORARY/SPECIAL EVENT PERMIT APPLICATION

- \*Non-Profit       Wedding       Private Event
- Beer               Wine               Liquor

**Organization, Business, or Individual Name:**

\_\_\_\_\_

**Location of Event:**

\_\_\_\_\_

**Set-Up Date(s) of Event:** \_\_\_\_\_

**Ending Date(s)** \_\_\_\_\_

**Event Start-time:** \_\_\_\_\_

**Event End-time:** \_\_\_\_\_

**Applicant's Name:**

\_\_\_\_\_

**Applicant's Address:**

\_\_\_\_\_

**Contact's Person Name:**

\_\_\_\_\_

Applicant's Phone Number: \_\_\_\_\_ Contact's Phone Number: \_\_\_\_\_

Alcohol will be provided by: \_\_\_\_\_

Responsible person dispensing alcohol: \_\_\_\_\_

Business catering food: \_\_\_\_\_

How will alcohol be dispensed?

Sold

Give-away

\*Copy of 501(3)(c) attached?

Yes

No     Not Applicable

Park Permit attached?

Yes

No     Not Applicable

Please sign and date this application acknowledging your responsibilities as the license holder to ensure all state and local laws governing the dispensing of alcohol, including the prohibition against serving to minors, are strictly enforced. An application fee of **\$25.00** must be paid at the time you submit your applicant.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

Office Use			
Approved <input type="checkbox"/>	Disapproved <input type="checkbox"/>	_____ Revenue Staff	_____ Date
Approved <input type="checkbox"/>	Disapproved <input type="checkbox"/>	_____ Revenue Administrator	_____ Date
Approved <input type="checkbox"/>	Disapproved <input type="checkbox"/>	_____ Revenue Director	_____ Date
Comments:			

### HOW TO OBTAIN A TEMPORARY/SPECIAL EVENT PERMIT

Upon application to the Revenue Department and payment of an application fee as provided below, the *City Manager (CM)* shall be authorized to waive all or any portion of license fees for temporary dispensing of alcoholic beverages and to approve issuing a permit under the following conditions:

- (1) Any temporary event for which dispensing of alcoholic beverages is requested must be:
  - (a) Sponsored by a private non-profit organization as classified by the Internal Revenue Service, and no less than 80% of the proceeds of the event benefits the sponsoring nonprofit organization, *OR*
  - (b) A closed private event to which the general public is not admitted (even under advanced ticket sales arrangement) and during which alcoholic beverages shall not be dispensed to the general public.
  - (c) All applications for a temporary/special permit must be submitted to the Revenue Department at least **two** weeks prior to the date of the event, unless waived by the CM or Revenue Director.
  - (d) Any licensee holding an annual City Alcohol Beverage License for on premises consumption is strictly prohibited from serving alcoholic beverages purchased from a state wholesaler for sale on their licensed premises under the issuance of a special alcoholic beverage permit.
  - (e) All applicants and permit holders must comply with all state statutes governing the sale of alcoholic beverages and all sections of this ordinance governing such sale.
  - (f) The permit granted under this section shall be deemed to be a privilege permit. The application shall be processed in accordance with this Code and shall be presented to the City Manager or Revenue Director, who will take such action as deemed appropriate.
  
- (2) If such temporary event is to be held in a City park or square, the applicant must secure in advance a permit for use of the park or square from the Public Facilities, Events and Services Bureau, must meet all requirements of the Public Facilities, Events and Services Bureau, and must provide the Revenue Department with a copy of the park or square use permit issued by the Public Facilities, Events and Services Bureau.
  
- (3) No such event shall exceed three (3) days, including Sunday, for which the City Manager shall have authority to waive normal Sunday regulations if circumstances warrant such waiver.
  
- (4) The fee for such permit shall be \$25.00 per permit and shall be paid at the time of application.

Please submit the completed application and payment no earlier than 90 days prior to the event, and no later than 14 days (holidays & weekends included) prior to your event date.

Revised 11/2015



## TEMPORAY ALOCHOL CHECKLIST

	<b>Copy of 501(C)(3) *Non-PROFIT STATUS</b>	<b>Required for ALL non-profit organizations</b>
	<b>Copy of park or square use permit from Leisure Services Bureau (912) 351-3837 Chris Foran</b>	<b>Required if event is held in the park or square</b>
	<b>Copy of contract for event</b>	<b>Letter of consent from property owner</b>
	<b>Copy of photo ID of applicant</b>	<b>Government issued photo identification</b>
	<b>Check/cash or money order payable to City of Savannah for \$25.00</b>	<b>Required payment for permit</b>