

## Authorized License Caterer Function Permit Application

- \*Non-Profit       Private Event  
 Beer                       Wine                       Liquor

**Alcohol Licensee Holder:** \_\_\_\_\_  
*(Business name as listed on City of Savannah Alcohol License)*

City of Savannah Alcohol License No. \_\_\_\_\_

**Location of Event:** \_\_\_\_\_

**Name of Event:** \_\_\_\_\_

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

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

**Applicant's Name:** \_\_\_\_\_

**Applicant's Address:** \_\_\_\_\_

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

- |                                       |                               |   |
|---------------------------------------|-------------------------------|---|
| How will alcohol be dispensed?        | <input type="checkbox"/> Sold | <input type="checkbox"/> Give-away                                  |
| *Copy of 501(3)(c) attached?          | <input type="checkbox"/> Yes  | <input type="checkbox"/> No <input type="checkbox"/> Not Applicable |
| Park Permit attached?                 | <input type="checkbox"/> Yes  | <input type="checkbox"/> No <input type="checkbox"/> Not Applicable |
| Copy of contract from venue attached? | <input type="checkbox"/> Yes  | <input type="checkbox"/> No <input type="checkbox"/> 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 **\$50.00** must be paid at the time you submit your applicant.

\_\_\_\_\_  
 Applicant

\_\_\_\_\_  
 Date

Office Use	
Approved <input type="checkbox"/>	Denied <input type="checkbox"/>

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

## HOW TO OBTAIN AUTHORIZED LICENSE CATERER FUNCTION PERMIT APPLICATION

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

Sec.6-1217. Licensed Alcoholic Beverage Caterers; Application and Fee.

- (a) Any Class C licensee in possession of a current City license may apply for an off premises license, to the extent of the holder's on-premises consumption alcoholic beverage license in effect at the time of application, to act as a licensed alcoholic beverage caterer whereby such licensee is permitted to sell or dispense alcoholic beverages, consistent with its on-premises consumption license, by the drink in connection with authorized catered functions of limited duration, which shall be set forth in the licensing application.
- (b) Any Class D licensee in possession of a current City license may apply for an-off premises license, to the extent of the holder's package dealer alcoholic beverage license in effect at the time of application, to act as a licensed alcoholic beverage caterer whereby such licensee is permitted to sell or dispense alcoholic beverages, consistent with its retail package dealer license, by the drink in connection with authorized catered functions of a limited duration, which shall be set forth in the licensing application.
- (c) The application for each such authorized catered function license shall be made upon a form provided by the City, identifying the name of the caterer, the date, address and time of the event and the licensed alcoholic beverage caterer's license number. The application shall be submitted with payment of a licenses fee as set forth in the annual revenue ordinance,

(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 \$50.00 per event 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 10/2019