

INSTRUCTIONS FOR COMPLETING OFF-PREMISES ALCOHOLIC BEVERAGE CATERING EVENT APPLICATION

The Off-Premises Alcoholic Beverage Permit, hereinafter known as the “*Permit*,” is issued only to current, valid holders of an annually issued City of Milledgeville Alcoholic Beverage License for Consumption on the Premises or Packaged to Go. Additionally, the *Permit* is issued only for those product lines for which the license holder is approved. Example: If your annual license only provides that you are approved for the sale of beer and wine, then you can only cater beer or wine.

- A fee of \$100 per year is required at the time of Application for your City of Milledgeville Alcoholic Beverage License or must be paid at the time of the annual renewal.
- The annual Alcoholic Beverage License which you receive upon payment and approval each year will reflect that you have met the qualifications as an off-Premises Alcoholic Beverage Caterer and are authorized to apply for the *Permit*.
- The Application is available online on the City of Milledgeville website or in the Finance Office located on the ground floor of City Hall.
- *Permits* are valid for a specific event and are not transferrable. An Application for EACH EVENT must be presented at least one week before said event in the Finance Office of the City of Milledgeville. The Application must receive proper approvals before the *Permit* can be issued. Every effort will be made to expedite said Application.
- **A copy of your current City, State and Occupation Tax License must accompany each Application.**
- A fee of \$25 must accompany each Application.

You may personally bring the Application to the Finance Department, scan and email to prushin@milledgevillega.us or FAX it to 478 414-4011. Questions may be directed to Patti Rushin at 478 414-4006 or Samantha Young at 478 414-4020.

**OFF-PREMISES ALCOHOLIC BEVERAGE CATERING EVENT
APPLICATION / PERMIT**

DATE _____

BUSINESS ORGANIZATION INFORMATION

APPLICANT _____

**APPLICANT MUST HOLD CURRENT MILLEDGEVILLE & STATE OF GEORGIA LICENSE AND OCCUPATION TAX
LICENSE (COPIES OF SAME MUST ACCOMPANY THIS APPLICATION)**

BUSINESS ADDRESS _____

MAILING ADDRESS _____

EMAIL ADDRESS _____ PHONE(S) _____

SIGNATURE OF APPLICANT/LICENSEE HOLDER _____

EVENT DETAILS

NAME OF EVENT _____

PHYSICAL ADDRESS OF EVENT _____

DATES OF EVENT _____ / _____ ACTUAL EVENT HOURS _____ / _____
FROM TO BEGIN ENDING

TYPES AND QUANTITY OF ALCOHOLIC BEVERAGES TO BE SERVED: _____

YOU MAY ONLY CATER BEVERAGES ALLOWED BY YOUR CURRENT CITY OF MILLEDGEVILLE ALCOHOLIC BEVERAGE LICENSE

PROPERTY DETAILS

NAME OF PROPERTY OWNER _____

WRITTEN PERMISSION FROM OWNER OF PROPERTY MUST BE ATTACHED

ADDRESS OF OWNER _____

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PLEASE SIGN AND DATE

_____/_____

Tent Inspection (If Applicable)—Tent Permit Required

_____/_____

\$25 Permit Fee Paid

_____/_____

Planning & Development Approval

_____/_____

Fire Department Approval

_____/_____

Police Department Approval

_____/_____

License Manager's Approval

_____/_____

CITY MANAGER'S APPROVAL

Permit Issued By _____ Date _____

THIS PERMIT IS VALID FOR THIS SPECIFIC EVENT ONLY AND IS NOT TRANSFERABLE