

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 either prushin@milledgevillega.us or chightower@milledgevillega.us or FAX it to 478 414-4011. Questions may be directed to either Patti Rushin at 478 414-4006 or Celeste Hightower at 478 414-4020.