

**CITY OF CALHOUN
CATERING EVENT APPLICATION**

- 1) Event Application must be completed in full and submitted within 30 days of event. Incomplete applications will not be accepted.
- 2) Photocopy of the applicant's on-premise consumption alcohol license is required
- 3) Event permit application will be reviewed for approval by fire, road, health and police departments. An event permit may be denied for any of the following reasons or combination of reasons:
 - a) The applicant, and/or event host or sponsor does not meet the requirements for an event permit or has on prior occasion(s) violated or failed to comply with this article or with any state rules or laws regarding alcoholic beverages;
 - b) The event location is a site where a violation of this article or the state laws or rules regarding alcohol has previously occurred;
 - c) The plan of the event as proposed is likely to restrict and/or congest traffic on any of the public roads, rights-of-way, or sidewalks in the immediate vicinity of the event, or is likely to present a danger to the health and safety of guests at the event or members of the public;
 - d) The plan of the event as proposed is likely to cause a disturbance of the peace at the time of the event, or is likely to intrude upon the privacy or property of citizens in the area of the event; and
 - e) The plan of the event as proposed is inconsistent with the uses of or is prohibited at the event location.
- 4) All authorized catered functions permitted under this section receiving an event permit hereunder shall be subject to the following requirements and conditions:
 - a) A caterer may sell and/or distribute only malt beverages and/or wine as defined by section 6-1 of this Code;
 - b) Malt beverages and wine may only be served at the location and on the date(s) specified in the catering event permit. Event permits shall be valid for a period not to exceed three consecutive calendar days;
 - c) Food, the total cost of which must exceed the total cost of the malt beverages and wine served, must be served at the event;
 - d) Copies of the event permits shall be posted and/or maintained at the front door or entrance of the event location at all times during the event. Caterers must also carry a copy of the caterer's off-premises catering license, copy of the City of Calhoun catering event permit, and any necessary state documents and permits in the vehicle transporting the alcoholic beverages to the event;
 - e) Malt beverages and wine may only be served between the hours of 9:00 a.m. and 12:00 a.m. (midnight), except for events held on sites zoned for residential uses where only four events may be held per calendar year and malt beverage and wine may only be served between the hours of 12:00 p.m. (noon) and 10:00 p.m.
 - f) No catering event permit will be issued for an event on Sunday allowing for the sale of any alcoholic beverages.
 - g) The service of malt beverages and wine is subject to compliance with state laws and regulations regarding service of alcoholic beverages at such an event, including the receipt of any necessary state permits and filing of reports with the state revenue commissioner; and
 - h) Caterers licensed by City of Calhoun shall pay excise taxes on the sale of alcoholic beverages, as calculated under this article and provide a report to the City of Calhoun on or before the time when other excise taxes are due for such licensees, while such caterers not licensed by the City of Calhoun shall pay excise taxes on the total quantity of alcoholic beverages brought into the municipality, as calculated under this article, and provide a report to the city within 15 days of the conclusion of the event. In addition, to the information required to determine the amount of tax due, the report shall state the quantity and type of alcoholic beverages transported from the licensee's primary premises to the location of the event.
- 5) Violations:
 - a) It shall be unlawful for any person licensed to sell alcoholic beverages to sell or distribute malt beverages and/or wine off the premises of such person's business without an off-premises catering license and catering event permit as set forth in this section.
 - b) It shall be unlawful for any person holding an off-premises catering license and/or event permit to sell or distribute malt beverages and/or wine in a manner inconsistent with such license, permit, or the requirements or conditions for authorized catered functions set forth in this section.
 - c) It shall be unlawful for any person to serve, distribute, or sell malt beverages and/or wine in violation of this section or any other provision of this article regarding alcoholic beverages.
 - d) Nothing contained in this section is intended to prohibit anyone from hosting a private function on private property where the host or individual actually renting the private property/facility provides alcohol to guests free of charge or permits the otherwise legal consumption of alcoholic beverages.
- 6) Any applicant who is denied an event permit by the city clerk shall have the right to appeal that decision to the mayor and council. Such appeal shall be in writing and shall be filed within five business days of the denial of said event permit.
- 7) **\$50.00** non-refundable event permit fee.

CITY OF CALHOUN, GEORGIA
ALCOHOL CATERING EVENT APPLICATION
MUST BE SUBMITTED NOT LESS THAN 30 DAYS PRIOR TO EVENT

Business Organization Details

Business Name of Established Alcohol Licensee

Date of Application

Name of Alcohol License Holder

Name and Telephone of Employee Serving at Event

Telephone Number

Email Address

Location of On-Premise Business

Mailing Address

Type of On-Premise Pouring License Held by Licensee (copy of license required)

Type of Off-Premise Pouring Requested by Licensee (must be the same as on-premise) **BEER/WINE ONLY**

Event Details

Name of Event

Date(s) and Hours of Event (3 days maximum)

Location of Event (physical address)

Estimated Number of Guests and Location of Guest Parking

Will security, valet parking, or additional restroom facilities be provided? _____

Name and Phone Number of Host or Sponsor of the Event (including name and number of host representative in attendance)

Name and Phone Number of Person Providing Food for the Event

Oath:

“I solemnly swear that the above facts are true to the best of my knowledge and that I am actively participating in the management of the operation.”

Signature of License Holder

Printed Name of License Holder

Notary Public

Approved: Sharon Nelson, City Clerk