



Alcohol Off Premises Event Permit Application

Group/Organization/Association Producing the Event Information			
Organization Name:	Primary Contact Name & Phone Number:		
Location Address with Suite/Unit:	City:	State:	Zip Code:

Provide Caterer Information Below			
Caterer Name:	Contact Name & Phone Number:		
Location Address with Suite/Unit:	City:	State:	Zip Code:
Alcohol Beverage License Number:	Jurisdiction License Issued By:	License Expiration Date:	
State Alcohol Beverage License Number:	Type of Authorized Sales:	License Expiration Date:	

Event Information		
Name of Event:		
Purpose of Event:	Projected Attendance:	
Location of (Address, Suite/Unit & Zip Code):		
Date of Event:	Beginning Time of Event*	Ending Time of Event*
* No event may begin earlier than 8:00AM nor extend later than 10:00PM		

The Following Must be Attached for Complete Submittal: *(Check-Off)*

- \$50.00 event permit fee. *(Not required if submitted by a licensed resident caterer)*
- A copy of current Off Premise Catering License *(resident caterers only)*
- For City of Johns Creek sponsored events/events on City property or events held off-premises (Outside/Open Areas) provide proof of Comprehensive Liability Insurance naming the City of Johns Creek as a certificate holder: *The insurance requirement is a minimum of \$300,000 personal injury per person, \$1,000,000 maximum, and \$100,000 property damage against all claims arising from permits issued.*
- Schedule of proposed events.
- Two (2) copies of drawings with dimensions accurately depicting proposed location of Special Event. Sketches must include traffic patterns, curb cuts, proposed parking plan, restroom facilities, and crowd and traffic control. *Please keep in mind that no temporary sanitary facility or trash receptacle may be located within 100 feet of a property line of any residential use and no tent, table or other temporary structure shall be located within 250 feet of a property line of any residential use.*

Plan for Crowd and Traffic Control: _____

**** This application will be forwarded to the following departments for additional approval or review when required:**

Community Development, Zoning: signature: _____ Date: _____
Public Works, Transportation: signature: _____ Date: _____
Police Department: signature: _____ Date: _____
Finance Director: signature: _____ Date: _____

Rules and Regulations

- **License requirements -- Resident caterers.**
 - Resident caterers must hold a valid Off Premise Caterers License.
 - In order to distribute or sell malt beverages, wine or distilled spirits at an authorized catered function, a licensed alcoholic beverage caterer shall file an application for an off-premises event permit (Form R154) to the city at no additional fee.
 - Excise taxes are imposed upon the sale of alcoholic beverages by a resident caterer.
- **Permit requirements -- Nonresident caterers.**
 - A nonresident alcoholic beverage caterer is required to submit an application for an off-premises event permit to the City.
 - The original off-premises event permit shall be kept in the vehicle transporting the alcoholic beverages to the catered event or function.
 - It shall be unlawful for a licensed alcoholic beverage caterer to distribute, sell, or otherwise dispense alcoholic beverages off-premises except as authorized by the off-premises event permit.
 - Excise taxes are imposed upon the total of individual alcoholic beverage drinks served by a nonresident caterer in the amounts set forth in the Code of the City of Johns Creek and shall be paid within 30 days after the conclusion of the catered event or function.
- A licensed alcoholic beverage caterer may sell or otherwise dispense only that which is authorized by his alcoholic beverage license. For example, if the alcoholic beverage caterer possesses a valid license to sell malt beverages, he may sell or otherwise dispense only malt beverages at the authorized catered event or function.
- *Sunday sales.* An alcoholic beverage caterer wishing to cater an event or function on Sunday must possess a valid Sunday sales license and comply with the requirements of state law with respect to the service of alcoholic beverages on Sunday.

As a condition on the issuance of an Off Premises Event Permit, the licensee shall indemnify and hold the City harmless from claims, demand or cause of action which may arise from activities associated with the special event.

I, _____ Applicant, do solemnly swear subject to criminal penalties for false swearing, that the statement and answers made by me to the foregoing questions in this application for a City of Johns Creek Off Premises Event Permit, are true, and no false or fraudulent statement or answer is made herein to procure the granting of such permit.

Applicant Signature

Date