



Special Occasion 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:

Licensed Caterer Information:			
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:	

Application must be submitted a *minimum* of 15 days prior to the event date to be processed.

Special Occasion Permit Event Site Information:		
Facility Name and Location:		
Name and Purpose of Event:	Projected Attendance:	
**Off-Duty City Police Officer (Name, Contact Phone Number):		
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		

**** Contact Cpt. Todd Hood at (678) 474-1555 for approved City Police Officer.**

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)
- Proof of Comprehensive Liability Insurance naming the City of Johns Creek as a certificate holder: *The insurance requirement minimum is \$1,000,000 per occurrence and 2,000,000 per aggregate for commercial general liability and liquor liability, \$1,000,000 minimum automobile liability per occurrence and in aggregate, and Worker's Compensation Insurance pursuant to statutory requirements.*
- Use of 20 x 20 tent or larger call (678) 512-3363 for approval by Fire Marshall **Jeffrey Williamson**.
- Authorized member/agent attending the event (Name and contact information)

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

Community Development, Zoning:	signature: _____	Date: _____
Public Works, Recreation:	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 a Special Occasion 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 occasion 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 Special Occasion Permit, are true, and no false or fraudulent statement or answer is made herein to procure the granting of such permit.

Applicant Signature

Date