



ALCOHOL CATERING PERMIT APPLICATION
for Off-Premise Catering

REF: Duluth Code of Ordinances, Section 3-260

*Please Note: Applications must be received a minimum of 3 business days prior to the event.
Caterer to maintain all permits and paperwork in vehicle transporting alcohol to function at all times.*

- Resident Catering Permit under Catering License (Beer/Wine/Liquor) - \$15.00
- Non-resident** Catering Permit - \$50 ** requires completion of supplemental package
- City Sponsored Event – Fee TBD

Business Information (Alcohol Provider)

Name of Business /Caterer: _____

Physical Business Address: _____

Name of Licensee: _____ City License # (if resident) _____

Email: _____ Phone Number: _____

Event Location

Name of Establishment _____ Physical Address: _____

Type of Property (check all that apply): Indoor Outdoor Private Public Streets/Rightsof-Way

Property Owner name: _____ Phone: _____ E-mail: _____

Event & Alcohol Information

Name Event: _____ Date of Event: From: _____ To: _____

Event Hours: _____ am/pm Until: _____ am/pm

Open to the Public: yes no Type of alcohol to be served at event: Beer Wine Mixed drinks

Please provide quantity and type of beverage to be transported from licensee’s primary location to the event location.

Dollar amount charged per glass: \$ _____ (Beer) \$ _____ (Wine) \$ _____ (Mixed Drinks)

Please note: sale of liquor/mixed drinks requires excise reporting (Duluth Code Section 3-901 and GA Code 3-11-3.)

Insurance

The event sponsor shall be required to provide proof of liability insurance to the City in an amount equal to a minimum of \$1,000,000, and which shall name the City of Duluth as additional insured thereon. The event sponsor Caterer shall be required to provide proof of alcohol beverage liability insurance in an amount equal to a minimum of \$1,000,000 and which shall name the City of Duluth as additional insured thereon.

The event sponsor shall be required to execute a Hold Harmless and Indemnification Agreement in a form acceptable to the City wherein the event sponsor shall agree to hold harmless and indemnify the City of Duluth from and against any and all liability, costs including attorney’s fees, expenses, damages, suits, judgments and expenses arising from the event.

- Is Caterer’s liability insurance on file and current? Yes No

Terms & Conditions

I hereby agree that as a condition to the issuance of an Alcoholic Beverage Catering Permit, the business owner/sponsor of the Event shall indemnify and hold the City harmless from claims, demand or cause of action which may arise from activities associated with the event. I hereby solemnly swear, subject to criminal penalties for false swearing, that the statements and answers made by me to the foregoing questions in this application for an Alcoholic Beverage Catering License are true, and no false or fraudulent statement or answer is made herein to procure the granting of such permit.

I hereby state and understand that should a complaint be filed against the owner/sponsor of the Event for violation of any regulation associated with the application for the City of Duluth Alcoholic Beverage Catering License, the permit issued for the event will immediately become void and will not be reissued for the same location.

Licensee’s Name: _____

Licensee’s Signature: _____ Date: _____

Sworn and Attested before me on this ____ day of _____ 20____

Notary Signature: _____

LIST OF EMPLOYEES FOR EVENT

Employees of Caterer must be twenty-one (21) years of age with current handling permit in order to handle alcoholic beverages at any authorized catered event

1. Name: _____ Date of Birth: _____ Alcohol Permit #: _____ Permit Expiration Date: _____
2. Name: _____ Date of Birth: _____ Alcohol Permit #: _____ Permit Expiration Date: _____
3. Name: _____ Date of Birth: _____ Alcohol Permit #: _____ Permit Expiration Date: _____
4. Name: _____ Date of Birth: _____ Alcohol Permit #: _____ Permit Expiration Date: _____
5. Name: _____ Date of Birth: _____ Alcohol Permit #: _____ Permit Expiration Date: _____
6. Name: _____ Date of Birth: _____ Alcohol Permit #: _____ Permit Expiration Date: _____
7. Name: _____ Date of Birth: _____ Alcohol Permit #: _____ Permit Expiration Date: _____
8. Name: _____ Date of Birth: _____ Alcohol Permit #: _____ Permit Expiration Date: _____