



**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  
 City Sponsored Event – Fee TBD

**Business Information (Alcohol Provider)**

Name of Business /Caterer: \_\_\_\_\_

Physical Address of Business: \_\_\_\_\_

Name of Licensee: \_\_\_\_\_ City License # \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Event Location**

Name of Establishment \_\_\_\_\_ Physical Address: \_\_\_\_\_

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

Property Owner's Name: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Event & Alcohol Information**

Name Event: \_\_\_\_\_ Date(s) 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: \_\_\_\_\_