

CITY OF DOUGLAS

ONE DAY CATERING PERMIT APPLICATION

Issued to Retail Liquor License holders only for the sale of liquor at a location other than the licensed premise.

Please submit your application to the City Clerk a minimum of **14 calendar days** prior to your event to ensure adequate time for processing and mailing. Required permit fees are non-refundable, even if a permit is not approved; deposit fees, if required, are refundable.

INFORMATION REGARDING APPLICANT:

Name of Retail Liquor Licensee and D/B/A: _____

Name of Primary Contact Person: _____ Food Permit # (location specific): _____

Address: _____ City: _____ State/ZIP: _____

Business Phone Number: _____ Cell Phone Number: _____

INFORMATION REGARDING EVENT:

Type of event to be held: _____ Number of people: _____

Date permit will be used: _____ Hours of permit: _____

Location/address of event premise: _____

Define Boundaries of permit area (attach map and diagram showing **enclosed** consumption and dispensing areas: _____

Security/control/supervision measures to be used in addition to required wristbands (e.g. ID scanner; other means to check IDs; monitoring in place; limited number of entrance/exits; clear cups; etc.): _____

ATTENTION: Any violations of the requirements of this permit may be considered by City Council in any subsequent Show Cause Hearing or Renewal Hearing as well as at time of annual retail liquor license renewal. Any person, organization, or licensee who is issued a permit hereunder, shall by operation of the issuance of the permit, indemnify and hold the City, its employees, agents and representatives, including members of the City Council in their representative capacities, harmless from any liability, loss or damage which may be incurred as a result of claims, demands, costs, or judgments arising out of, connected with, or concerning the issuance, use or existence of the permit.

SIGNATURE OF APPLICANT
FOR OFFICE USE ONLY

DATE OF APPLICATION

Permit fee paid - \$25/day OR \$10/day of a multi-day event (check # or cash)	Receipt #:	Date received:	Date of approval:	License # Issued:
Deposit fee - \$100 (check # or cash): (Required if using City property)	Condition of location (verified w/Parks) – Date/verified by:		Deposit return date:	Manner of return/returned by:

STAFF COMMENTS & APPROVALS

CITY ADMINISTRATOR

ADMINISTRATIVE SERVICES DIRECTOR

CITY CLERK

CHIEF OF POLICE

PUBLIC WORKS DIRECTOR

COMMUNITY DEVELOPMENT/PLANNING DIRECTOR
