



## City of Monroe—Special Event Alcohol Application

Please print or type application and answer all questions!

Do not leave any sections blank.

### Business / Organization Information

Type of Business/Organization (circle one)      For Profit      Non-profit

Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Applicant Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Name (If different than applicant): \_\_\_\_\_

Contact Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### Event Details

Name of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Date of Event—From: \_\_\_\_\_ To: \_\_\_\_\_

Actual Event Hours— \_\_\_\_\_ am/pm Until: \_\_\_\_\_ am/pm

Projected Event Attendance: \_\_\_\_\_

Types of Alcohol Served (circle)      Wine      Beer      Distilled Spirits

Wholesaler(s) Name & Address of Alcoholic Beverage Provider Delivering for Event:

\_\_\_\_\_  
\_\_\_\_\_

Under O.C.G.A. §3-3-3 anyone wishing to obtain a special event license must also have a state issued special event alcohol license. In Georgia, state alcohol licenses are issued by the Department of Revenue. Special event licenses will be processed after the state license is issued.

Will the event include temporary signs or banners? Yes or No

If yes, please also submit a sign permit application

### Special Event Alcohol License Fees

Non-profit organization: Fee \$25.00 per day

For-profit organization: Fee \$150 per day

**PROPERTY DETAILS:**

Name of Owner: \_\_\_\_\_

Owners Address: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Note: The Special Event Temporary Alcohol Permit shall be issued only to an individual person, the business owner/sponsor of the event. In this case business owner/sponsor means the person responsible for planning, producing and conducting the special event. If a group, organization, association or other entity is sponsoring the special event, a designated agent shall be named for the purposes of the permit, and that individual shall be solely and fully responsible for the compliance with all provisions of the Special Event Alcohol Permit.

**SPECIAL EVENT TEMPORARY ALCOHOL APPLICANTS CERTIFICATION / AFFIDAVIT**

Name of Event: \_\_\_\_\_

Brief Description of Event \_\_\_\_\_

Physical Address of Event \_\_\_\_\_

I hereby agree that as a condition to the Issuance of a Special Event Temporary Alcohol Permit, the business owner/sponsor of the Event shall indemnify and hold harmless the City 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 a Special Event Temporary Alcohol Permit, 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 Special Event Temporary Alcohol Permit, the permit issued for the event will immediately become void and will not reissue for the same location.

Owner/Sponsor Signature: \_\_\_\_\_

Sworn and Attested before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Notary Signature/Seal: \_\_\_\_\_