



6505 Rico Road Chattahoochee Hills Georgia 30268

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## SPECIAL EVENT CATERING ALCOHOL BEVERAGE LICENSE APPLICATION

	up to 500 attendees	501-2,500 attendees	2,501-5,000 attendees	5,001-10,000 attendees	For each add'l 1,000 expected attendees, add:
<input type="checkbox"/> Resident Caterer (per event)	\$50.00	\$100.00	\$250.00	\$500.00	\$50.00
<input type="checkbox"/> Non-Resident Caterer (per event)	\$100.00	\$200.00	\$425.00	\$750.00	\$100.00

Chattahoochee Hills License Number \_\_\_\_\_

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

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

Applicant address: \_\_\_\_\_

Applicant Telephone Number: \_\_\_\_\_

Alcoholic Beverage License Number: \_\_\_\_\_

Jurisdiction of License \_\_\_\_\_

Name of Special Event Function \_\_\_\_\_

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

Date and Time of Event \_\_\_\_\_

Alcohol Beverages to be Transported and Served at the Event \_\_\_\_\_

\_\_\_\_\_  
Licensee Signature

\_\_\_\_\_  
Date



***Rules Governing Alcoholic Beverage Wholesalers Distributing  
in the City of Chattahoochee Hills***

**Chapter 7, Article 1, Section 2 of the City Code reads:**

“Alcohol Beverage Caterer” means any retail dealer licensed pursuant to the Alcohol Beverage Ordinance of the City of Chattahoochee Hills who provides alcohol at authorized events or functions, special events, or special events facilities.

**Chapter 7, Article 2, Section 4 of the City Code reads:**

(a) License requirements – Resident Caterers.

- (1) Any caterer who possesses a valid license from the City of Chattahoochee Hills to sell or otherwise dispense malt beverages, wine or distilled spirits by the drink at a fixed location within the City may apply for an off-premises license that permits sales at authorized catered event(s) or function(s).
- (2) Each off-premises catering license, authorized herein, shall be valid only for the event for which the license is issued. The fee for each license shall be set by Resolution<sup>1</sup> of the City Council, and this fee amount shall remain in effect until modified or amended by subsequent Resolution adopted by the City Council.
- (3) It shall be unlawful for any person to engage in, carry on, or conduct the sale or distribution of alcohol beverages off-premises and in connection with a catered event or function without first having obtained a license as provided herein.

(b) Permit Requirements – Nonresident Caterers

- (1) A nonresident alcohol beverage caterer shall submit an application for an off-premises event permit to the City Manager. The fee for each such permit shall be \$50.00<sup>2</sup> as authorized by O.C.G.A. § 3-11-3 (or such fee as may be authorized by any future amendment or revision thereto).
- (2) An application for an event permit shall include the name of the caterer, the date, address, time, and name of the event(s) and the quantity and type of alcohol beverages to be transported from the licensee’s primary location to the location of the authorized catered event(s) or functions(s).
- (3) The original event permit shall be kept in the vehicle transporting the alcohol beverages to the catered event(s) or function(s).
- (4) It shall be unlawful for a licensed alcohol beverage caterer to distribute, sell, or otherwise dispense alcohol beverages off-premises except as authorized by the event permit.

- (c) A licensed alcohol beverage caterer may sell or otherwise dispense only that which is authorized by his alcohol beverage license. For example, if the alcohol 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.

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<sup>1</sup> Fee schedule was amended with the adoption of the 2014 Budget, Ord. 13-06-115, June 4, 2013. The new fees for **resident** caterers are \$50.00 for up to 500 attendees, \$100.00 for 501-2,500 attendees, \$250.00 for 2,501-5,000 attendees, \$500.00 for 5,000-10,000 attendees and \$50.00 for each additional 1,000 expected attendees.

*Initial* \_\_\_\_\_

<sup>2</sup> Fee schedule was amended with the adoption of the 2014 Budget, Ord. 13-06-115, June 4, 2013. The new fees for **nonresident** caterers are \$100.00 for up to 500 attendees, \$200.00 for 501-2,500 attendees, \$425.00 for 2,501-5,000 attendees, \$750.00 for 5,000-10,000 attendees and \$100.00 for each additional 1,000 expected attendees.

*Initial* \_\_\_\_\_

- (d) Sunday sales. An alcohol 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 alcohol beverages on Sunday.
- (e) Excise taxes are imposed upon the sale of alcohol beverages by a resident caterer as provided in Article 8 of this Chapter.
- (f) Excise taxes are imposed upon the total of individual alcohol beverage drinks served by a nonresident caterer in the amounts set forth in Article 8 of this Chapter and shall be paid within thirty (30) days after the conclusion of the catered event or function.

The undersigned hereby certifies that he/she is the (title) \_\_\_\_\_ of (business name) \_\_\_\_\_ and is authorized to sign this application on behalf of the applicant.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date