

# SPECIAL EVENT ALCOHOLIC BEVERAGE INSTRUCTION SHEET

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**SATISFACTORY COMPLETION OF THE FOLLOWING REQUIREMENTS ARE NECESSARY TO FILE APPLICATIONS. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

- 1. TWO ORIGINAL SPECIAL EVENT/OUTDOOR FESTIVAL APPLICATIONS - Answer all questions on both applications legibly and appropriately in black ink or typed. Be sure applications are notarized.**
- 2. PERSONAL HISTORY FORM/FINGERPRINT CARDS - All applicant/licensee/agent and spouse (if applicable) must be fingerprinted. One (1) Personal History Card and spouse (if applicable) must be completed and signed. Fingerprints are \$20.00 per card (payment must be in the form of a money order/cashier's check). If applicant has a corporation, the agent and first (5) corporate officers or major stockholders must complete a personal history card and be fingerprinted. (Fingerprints can be obtained from another Law Enforcement Agency).**
- 3. CORPORATE PAPERS – Submit a Certificate of Incorporation and a copy of the Corporate Charter and/ Bylaws that have been properly signed by the Secretary of State and the registered agents(s) for the corporation. List all percentages held and title of each officer on the application.**
- 4. LETTER OF CLEARANCE - APPLIES TO LICENSEE /AGENT ONLY.**
  - A. Federal Clearance -verifying that neither the applicant/licensee/agent nor spouse has been convicted of a crime within the past (10) years. Federal Clearance may be obtained from the Federal District Court (See the Clerk of Court) Richard B. Russell Building, 75 Spring Street, Atlanta, Ga. 30303.**
  - B. Certificate of Residence - Applicant/Licensee/Agent must reside in one of the thirteen Metro Atlanta counties - (Cherokee, Clayton, Cobb, Coweta, DeKalb, Douglas, Fayette, Forsyth, Fulton, Gwinnett, Henry, Paulding, and Rockdale). The Probate Court of the county in which you may reside may sign the certificate verifying residency. (See the Clerk of Superior Court).**
  - C. Proof of Citizenship- Applicant/Licensee/Agent must be a citizen of the United States or an alien lawfully admitted for permanent residence. A copy of the citizenship naturalization certificate or resident alien status is required. A United States Passport or Birth Certificate may also be utilized to prove citizenship.**
  - D. Three Letters of Reference – May be furnished by any three (3) person who have known the applicant(s) for at least three (3) years. Letter must include name, address, and telephone number.**
  - E. Two (2) small photos-Size 2 x 2 (passport size).**

5. **LEASE OR VALID DOCUMENT** –Shows applicant has legal access to the proposed premises (deed, lease, sublease, rental agreement, etc.).
6. **FINANCIAL INVESTMENTS** – Current Licensed alcohol holders with the City of Atlanta are not required to provide financial information. Non-profit organizations must provide a copy of the Internal Revenue Service form 501 C-3.
7. **APPLICATION FEES/LICENSE FEES - MONEY ORDERS OR CASHIERS CHECKS ONLY**  
**(All Fees Are Non-Refundable)**

A. Profit Application Fee:	\$100.00
B. Profit License Fee:	\$500.00 per day
C. Non-profit Application Fee:	\$25.00
8. **APPROVAL OF FIRE, HEALTH, AND BUILDING DEPARTMENTS**· Fire, Health and Building inspection forms will be issued to the applicant/licensee/agent at the time the application is accepted by an investigator. These documents must be taken to the appropriate departments within 24 hours. An inspection of the premises will be conducted and sent back to the License and Permits Office. **It is the applicant/licensee agent's responsibility to ensure that the inspection forms are sent back to the License and Permits Office. These inspections should be received no later than 7 days prior to the License and Review Board Hearing.**
9. **LICENSE REVIEW BOARD HEARING**- All applicants/licensee/agent must appear before the City of Atlanta License and Review Board. **No substitute individuals will be permitted.** Once an application has been accepted by an investigator, a tentative License and Review Board hearing date will be assigned.
10. **MAYOR'S APPROVAL** -The City of Atlanta Mayor is the approving authority for all Special Event Applications. After the License and Review Board hearing date the special event application will be forwarded to the Mayor for final review and signature.
11. **BUSINESS LICENSE OFFICE**- After the Mayor has approved and signed the Special Event Application, a copy of the application will be forwarded to the Business License Office. Contact the Business License Office at (404) 330-6000 to obtain the Special Event Alcohol License.

**IF THERE ARE ANY QUESTIONS CONCERNING THE COMPLETION OF THE APPLICATIONS, PLEASE FEEL FREE TO CALL THE LICENSE AND PERMITS OFFICE FOR ASSISTANCE AT (404) 546-4470.**

**PLEASE CALL FOR AN APPOINTMENT TO FILE AN APPLICATION. APPOINTMENTS ARE SCHEDULED MONDAY, TUESDAY, AND WEDNESDAY FROM 9:00AM TO 2:00PM.**

**NOTE: ALL APPLICATIONS MUST BE RECEIVED BY THE POLICE DEPARTMENT ( 30) DAYS PRIOR TO THE DATE OF THE SPECIAL EVENT.**

**LICENSE AND PERMITS UNIT  
3493 DONALD LEE HOLLOWELL PARKWAY  
ATLANTA, GEORGIA 30331**



**CITY OF ATLANTA  
POLICE DEPARTMENT**

**APPLICATION FOR PERMIT TO OPERATE A:** ( ) Special Event

( ) Outdoor Festival

All applications must be typed or legibly printed in black ink. Each question must be answered completely and correctly. If the space provided herein is not sufficient, attach additional information. Applications must be signed, dated, notarized, and filed in the License and Permits Office, thirty (30) days prior to the date of the event. Permits issued are only valid for the dates, times, and location specified in this application. Proof of non-profit status must be submitted with this application. The License and Permits Unit is located at 3493 Donald Lee Hollowell Parkway Atlanta, Ga 30331.

1. Is applicant: ( ) Sole Proprietorship ( ) Partnership ( ) Corporation ( ) Other \_\_\_\_\_

2. (A) Legal name of business: \_\_\_\_\_

(B) Operating/Trade name of business: \_\_\_\_\_

3. Type of Business: \_\_\_\_\_ ( ) Profit ( ) Non-Profit

4. Location of Business: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

5. Full name of Applicant: \_\_\_\_\_

6. Residence Address: \_\_\_\_\_

\_\_\_\_\_

City County State Zip Code

Phone Number Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

7. Agent's occupation, business interest(s) and/or employer(s) for the past ten (10) years:

Company	Address	Position	Dates

8. If a corporation or partnership indicate the following for all officers, members of the board of directors, trustees, and /or principal stockholders. If a partnership, include all partnership.

Name	Address	Date of Birth	SSN	Position	Interest

9. State the amount and source of money that has or will be invested by each individual who has interest in the event. If a corporation or partnership, list each individual separately.

Name	Amount	Source of Funds

10. List any other individual(s) or firms(s) owning any interest in or receiving any funds from the operation of the event:

Name	Amount	Source of Funds

11. Location where event is to be held. (Name and Address of Business or Park)

\_\_\_\_\_

12. Name and address of property owner where event will be held.

Property owner's name: \_\_\_\_\_

Property owner's address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

13. If property rented, amount and manner in which rent is determined:

\_\_\_\_\_

14. Describe nature and character of business. Be specific:

\_\_\_\_\_

\_\_\_\_\_

15. Day(s), date(s) and time of event:

DAY	DATE	TIME

16. Indicate the type of alcoholic beverage which will be sold:

\_\_\_\_\_

17. Do you currently hold a license to sell/serve alcohol in the City of Atlanta? ( ) Yes or ( ) No

18. Does agent, any partner(s) or corporation officer, board member, principle shareholder or trustee have, within five (5) years, any conviction(s) or pending charge(s) for the violation of any federal, state or local laws(s), ordinance or regulation? (For the purpose of this question, the term conviction shall include an adjudication of guilty, a plea of nolo contendere or the forfeiture of a bond.)

Person Charged	Date	Offense	Location (City & State)	Disposition

I, \_\_\_\_\_ being duly sworn accordingly to law, do swear that the facts and things stated by me in the foregoing answers to questions are true, and no false or fraudulent statement has been made (herein that such answers were made in order to procure the granting of such license).

\_\_\_\_\_  
Signature of Licensee/Agent

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Signature and Title of person other than Licensee/Agent filling out this application

\_\_\_\_\_  
Phone Number

For Official Use Only

Receiving Investigator/Officer: \_\_\_\_\_

Date Received: \_\_\_\_\_

Tentative License Review Board Date: \_\_\_\_\_