



**Alcohol Catering Permit Instructions:**

Any business/organization that will host an event by serving or selling alcohol in the City of Griffin will be required to apply for a catering permit from the City of Griffin.

All applicants must hold a city/county occupational tax certificate (business license) and a state alcohol license to serve or sell alcohol to apply for the catering (alcohol) permit.

**\*\*\*Bartenders are not classified as a cater and do not qualify for the catering permit\*\*\***

- Once the applicant has reserved the facility of choice here in Griffin, you must hire a business that holds a valid “local and state alcohol license”.
  - **(Example – retail package store or a restaurant that serves alcohol)**
- The application for the catering permit can be obtained from the Tax and Licensing office, One Griffin Center, 100 South Hill Street, 3<sup>rd</sup> Floor, Griffin, GA.  
Office hours: 8:00am – 4:00pm; Office Number: 770-229-6402.
- A copy of the business/organization valid Local & State Alcohol License must be provided at the time of application.
- Alcohol Catering Permits must be obtained ten (10) business days prior to the event.
- The applicant must also contact the Department of Revenue to follow the guideline for obtaining a catering permit from the State: [www.dor.ga.gov](http://www.dor.ga.gov)
- The fee for the catering permit is \$100.00 for the year and \$25.00 per event. No event permit shall be issued for more than three (3) consecutive days and a full permit fee is assessed for each day of the event.
- If the caterer “does not” maintain a place of business within the City in addition to the fee of \$100.00 for the catering permit and \$25.00 per event fee, there is hereby levied an excise tax upon the total quantity of alcoholic beverages brought into the City. The business must apply for the catering permit for \$100.00 as well as the event permit for \$25.00.

All excise taxes should be submitted to the Tax and License Department on the Monday following the event.

- A copy of the permit must be provided to the owner or designee of the facility where the event will be held five (5) days before the event.

**The business/organization that holds the catering permit or one of his/her staff members MUST be the person to bring the alcohol in, set it up, serve it and take the remainder out after the function is over.**



**ALCOHOL CATERING EVENT APPLICATION**

The catering permit fee is \$100.00 for the year and each event permit is \$25.00. If the caterer does not maintain a place of business within the city, in addition to the above fees, there is hereby levied an excise tax upon the total upon the total quantity of alcohol beverages brought into the city. No event permit shall be issued for more than three (3) consecutive days and a full permit fee is assessed for each day of the event.

**Catering Business Information:**

Alcoholic Beverage License Number: \_\_\_\_\_ Business License Number/ Expiration Date: \_\_\_\_\_

State \_\_\_\_\_ City/County \_\_\_\_\_ / \_\_\_\_\_

Name of Business Cater: \_\_\_\_\_

Address of Business Cater: \_\_\_\_\_

Employee of Business Cater Serving Alcohol at Event: \_\_\_\_\_

Business Contact Info: \_\_\_\_\_ Personal Contact Info: \_\_\_\_\_

Type of License Held by Cater:  Beer  Wine  Liquor  Retail  Restaurant

**Organization/ Person/Host Information:**

Name of Person Hosting Event: \_\_\_\_\_  
ORGANIZATION/PERSON/HOST

Address of Event: \_\_\_\_\_

Host Contact Info: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Party/Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_  
Signature of Alcohol License Cater/ Business \_\_\_\_\_ Date

\_\_\_\_\_  
Approved by City Manager Designee \_\_\_\_\_ Date

**Note:** The employee of the caterer must remain with the alcohol until the end of the event.  
No Brown Bagging is permitted in the City of Griffin