

Permit Number (office use): _____

Application Deadline: This application shall be submitted to the City a minimum of 10 days prior to event to allow for processing by City staff and approval by the City Council.

EVENT INFORMATION

 Name of Event/Purpose for Application

 Event Address

 Event Date

 Event Hours of Operation

 Liquor Licensee Applying for Permit

 Liquor Licensee Phone Number/Email

 Missouri Liquor License Number

 Municipal Liquor License Number (If Applicable)

 Detailed Description of Event - Provide Attachment if Necessary.

SPECIAL EVENT INFORMATION

Expected Number of Attendees: _____ Event is: Public Private (Invite only)
 Event is: Indoors Outdoors - If Outdoors, Will the event be enclosed by barricades? Yes No
 Will the event be held within 100 feet of a church or school? Yes No
 Will there be Security? No Yes, Armed Yes, Unarmed

Required attachments are as follows:

- Drawing of event space that includes:
 - proposed layout of the area including the specific location that alcohol will be provided.
 - location of separating rail or fence controlling access

Copy of approved Missouri Temporary Caterer's Permit

I understand that all provisions of the liquor control law, rules and regulations, and City ordinances shall extend to such premises and shall be in force and enforceable during the time the permittee, agent, servants, employees, or stock are in such premises. Applicant further agrees that inspections may be made at all times by the Director of Liquor Control and his agents.

 Applicant Signature Applicant Printed Name Date

FOR OFFICE USE ONLY

Director of Liquor Control	Date
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