



CITY OF KINGSLAND
TEMPORARY ALCOHOL PERMIT FOR NON-PROFIT CIVIC ORGANIZATIONS
AND "FOR PROFIT" BUSINESSES

Temporary/Special Event Alcohol Beverage Permit Application

☐ Non-Profit: 501(c) ☐ Non-Profit: 501(d) ☐ Non-Profit: 501(e) ☐ For-Profit Business

☐ Beer ☐ Wine ☐ Distilled Spirits

Organization Name: _____

Location of Event: _____

Set-Up Date(s) of Event: _____

Ending Date(s) _____

Event Start-time: _____

Event End-time: _____

Applicant's Name: _____

Mailing Address: _____

Physical Address: _____

Federal Tax ID #: _____

Contact's Person Name: _____

Applicant's Phone #: _____

Contact's Phone #: _____

Alcohol Provided By: _____

How will alcohol be dispensed? ☐ For Sale/Sold ☐ Give-away

Will There Be Entertainment at the Event? ☐ Yes ☐ No

Business catering food: _____

Estimated # of Attendees: _____

Will the Event Be Open to the Public? ☐ Yes ☐ No

Will There Be Security at The Event? ☐ Yes ☐ No

Copy of 501 designation attached? ☐ Yes ☐ No ☐ Not Applicable

Please sign and date this application acknowledging your responsibilities as the license holder to ensure all state and local laws governing the dispensing of alcohol, including the prohibition against serving to minors, are strictly enforced. By signing below, you agree that you have read, understand & acknowledge your responsibilities as outlined in City of Kingsland *Ord. No. 2012-06, 8-27-2012 / Sec. 3-19.1. - Issuance of Temporary Permit for Sale by Nonprofit Civic Organizations.*

Print Name

Signature

Date

<u>Office Use</u>		<u>Authorized Signature</u>
Planning Director:	Approved ☐ Disapproved ☐	
Police Department:	Approved ☐ Disapproved ☐	
City Manager Office:	Approved ☐ Disapproved ☐	
Comments:		



CITY OF KINGSLAND TEMPORARY ALCOHOL PERMIT FOR NON-PROFIT CIVIC ORGANIZATIONS AND "FOR PROFIT" BUSINESSES

HOW TO OBTAIN A TEMPORARY/SPECIAL EVENT ALCOHOL PERMIT

Please submit the completed Application, Background Consent form, and payment no earlier than 90 days prior to the event, and no later than 45 days (holidays & weekends included) prior to your event date.

Upon application to the Planning Department and payment of an application fee as provided below, the City Manager (CM) shall be authorized to approve the application to be presented to the City Council for approval or denial under the following conditions:

Any temporary event for which dispensing of alcoholic beverages is requested must be:

1. Any licensee holding an annual City Alcohol Beverage License for on premises consumption is strictly prohibited from serving alcoholic beverages purchased from a state wholesaler for sale on their licensed premises under the issuance of a special alcoholic beverage permit.
2. All applicants and permit holders must comply with all state statutes governing the sale of alcoholic beverages and all sections of this ordinance governing such sale.
3. The permit granted under this section shall be deemed to be a privilege permit. The application shall be processed in accordance with this Code and shall be presented to the City Manager, who will take such action as deemed appropriate.
4. No such event shall exceed three (3) days, including Sunday, for which the City Manager shall have authority to waive normal Sunday regulations if circumstances warrant such waiver.
5. The fee for such permit shall be **\$180.00** per permit for any "for profit" business and **\$75.00** for Non- Profit Organizations shall be paid at the time of application.
6. The City Manager shall be authorized to waive all or any portion of license fees for temporary dispensing of alcoholic beverages if the permit application and event is sponsored by a 501(c), 501(d), 501(e) non-profit organization or local government authority as classified by the Internal Revenue Service, and the event/sales benefits create a greater economic impact/value to the city than the value of the permit fee.

SPECIAL EVENT TEMPORARY ALCOHOL PERMIT CHECKLIST

Copy of 501 *Non-PROFIT STATUS(Required)

Letter of consent from property owner
Background Consent Form

Copy of contract for event

Copy of photo ID of applicant

Check/cash or money order payable to City of Kingsland

(Ord. No. 2012-06, 8-27-2012) Sec. 3-19.1. - Issuance of temporary permit for sale by nonprofit civic organizations.

The temporary permit may be issued as hereinafter set out:

- (1) Upon the filing of an application and payment of a fee of \$75.00 by a bona fide nonprofit civic organization and \$180.00 by a "for profit" business to the city. The council may issue a permit authorizing the organization to sell alcoholic beverages for consumption on premises for a period not to exceed three days, subject to any provision of the ordinance from which this section was derived or state law regulating the time for the selling of such beverages. The fee is for the city's administrative costs, including advertising, in processing the application.
- (2) No more than six permits may be issued to an organization in any one calendar year pursuant to the ordinance from which this section was derived. The organization must also obtain a permit from the state revenue commissioner.
- (3) The permit issued to this section shall be valid only for the place specified in the permit. All permits for festivals and benefits conducted by nonprofit civic organizations shall specify that all sales and consumption shall be within a predefined controlled area enclosed by a tent or fencing, and that all beverages are served in paper or plastic containers. No permit may be issued unless sale of distilled spirits, malt beverages or wine is lawful in the place for which the permit is issued.

Name-Based Criminal History Record Information Consent/Inquiry Form

I hereby authorize _____ Kingsland Police Department _____ to conduct an inquiry for
Agency/Company
the purpose(s) listed below and receive any Georgia and/or national criminal history record information
as authorized by state and federal law.

Full Name (print)			
Address			
Sex	Race	Date of Birth	Social Security Number

☐ This authorization is valid for _____ days from date of signature.

☐ I, _____, give consent to the above-named
entity to perform periodic criminal history background checks for the duration of my employment.

Signature _____

Date _____

Attorney for Individual (Pur E and U Only) _____

Bar Number _____

Date _____

Date of Inquiry: _____ Time of Inquiry: _____ Operator's Initials: _____

Purpose Code Used: (check all that apply)

☐	E - Employment
☐	J - Civilian Criminal Justice Employment (State & III Info Received)
☐	M - Working with Mentally Disabled
☐	N - Working with Elderly
☐	P - Public Records
☐	U - Personal Copy
☐	W - Working with Children
☐	Z - Sworn Criminal Justice Employment (State & III Info Received)

The inquiry resulted in the following: (check all that apply)

☐	No Criminal Record Available
☐	Criminal Record (Attached/Released)
☐	No NCIC/GCIC Warrant
☐	Possible NCIC/GCIC Warrant (List Wanting Agency Below)

Wanting Agency Name: _____

Wanting Agency Telephone: _____

Agency Designee Signature and Title _____

Date _____

Revised June 2017