

**GLYNN COUNTY BOARD OF COMMISSIONERS
EVENT PERMIT APPLICATION**

DATE: _____

PERMIT#: EVT _____

EVENT TYPE: FOR PROFIT NON-PROFIT (Must provide proof of IRS Code 501©(3))

Are alcoholic beverages being served? Yes No

Are alcoholic beverages being sold? Yes No

Event Date(s): From ___/___/___ To ___/___/___ Time: _____am/pm To _____am/pm

BUSINESS/HOST/SPONSOR INFORMATION

Event Name: _____

Event Address: _____/_____/_____/_____
City State Zip

Host/Sponsor of Event: _____ (Host/Sponsor must be at event at all times)

Host/Sponsor contact Number: _____/_____/_____

Mailing Address: _____/_____/_____/_____
City State Zip

Email Address: _____@_____

Federal Identification Number or social: _____/_____/_____

State Taxpayer Identification Number _____ --- _____

CATERING COMPANYS INFO

(Non County Licensees Must provide a copy of their off premises Catering License)

Name of Licensee: _____

Name of Catering Company: _____

Business Address: _____/_____/_____/_____
City State Zip

Mailing Address: _____/_____/_____/_____
City State Zip

Business Number/Cell: _____/_____/_____ Corp. Number: _____/_____/_____

SPECIAL EVENT PERMIT APPLICATION

**Glynn County Board of Commissioners- Occupation Tax Division
1725 Reynolds St. Ste 200
Brunswick, Ga. 31520**

LIQUOR, MALT BEVERAGE AND WINE ORDINANCE

Alcoholic Beverage Caterer. “Alcoholic Beverage Caterer” means any person that has obtained an off-premises catering license to sell and/or distribute alcoholic beverages by the drink.

Authorized Catered Function. “Authorized Catered Function” means an event for which an Event Permit has been issued pursuant to Section 2-3-8.1 of this Ordinance for the sale and/or distribution of alcoholic beverages by the drink for consumption at such event.

2-3-8.1 Alcoholic Beverage Catering.

(A) Off-Premises License Issued by Glynn County. Any person that holds a valid license issued by Glynn County to sell alcoholic beverages for consumption on the premises (as provided for in this Ordinance) may be issued an off-premises catering license that permits said person to sell and/or distribute alcoholic beverages by the drink off-premises at an Authorized Catered Function. Any person seeking an off-premises catering license shall make application therefore, which shall be processed and decided according to the same guidelines set forth for other licenses under this Chapter, including payment of the application fee and annual license fee set forth in Ordinance Sections 2-3-12 and 2-3-14. Upon issuance of an off-premises catering license, an Event Permit as set forth in this section shall be required for each Authorized Catered Function.

(B) Off-Premises License Issued by Other Jurisdictions. If a person is licensed by a municipality or county of this State (other than Glynn County) to sell alcoholic beverages by the drink for consumption on the premises and also holds a valid off-premises catering license issued by the same licensing authority, such person may sell and/or distribute alcoholic beverages by the drink at an Authorized Catered Function, provided that such person obtains an Event Permit for each function as set forth in this section.

(C) Bona Fide Nonprofit Civic Organization. A Bona Fide Nonprofit Civic Organization (hereinafter referred to as “Nonprofit Civic Organization”) may distribute alcoholic beverages by the drink at an Authorized Catered Function without an alcoholic beverage license, provided that such Nonprofit Civic Organization first obtains an Event Permit for each function as set forth in this section.

(D) Event Permit Application. Any person authorized under paragraphs (a), (b), or (c) of this section to sell and/or distribute alcoholic beverages at an Authorized Catered Function shall apply for and obtain an Event Permit issued by the Glynn County Occupation Tax Officer prior to serving alcohol at such function. Applications should be submitted at least fifteen (15) calendar days prior to the event and shall include:

(1) The name of the Alcoholic Beverage Caterer (including license number) or Nonprofit Civic Organization, and the name and phone number of the representative for same who will be at the event;

- (2) A plan of the event, which includes: (1) the date, location and hours of the event; (2) the number of persons expected to be in attendance; (3) the location of guest parking; and (4) whether security, valet parking, or additional restroom facilities will be provided;
- (3) The name and phone number of the host or sponsor of the event, including the name and telephone number of the representative of the host or sponsor who will be at the event;
- (4) Whether food is being provided by the applicant, and if not, the name and phone number of the person providing food at the event;
- (5) Any alcoholic beverage caterer not licensed by Glynn County shall also be required submit: (a) the name of the local jurisdiction issuing the off-premises catering license to the applicant; (b) a photocopy of the applicant's off-premises catering license; and (c) payment of a non-refundable \$50 Event Permit fee; and
- (6) A Nonprofit Civic Organization shall provide a copy of the Internal Revenue Service's determination letter (or other official correspondence) recognizing the organization's federal tax exempt status under subsection (c) of 26 U.S.C. Section 501.

(E) Event Permit Application Review. Within ten (10) business days after receipt of an application for an Event Permit, the Occupation Tax Officer, in consultation with the Fire, Police, and Community Development Departments, shall either approve or deny the Event Permit and communicate same in writing to the Applicant. An Event Permit may be denied for any of the following reasons or combination of reasons:

- (1) The applicant, and/or event host or sponsor does not meet the requirements for an Event Permit or has on prior occasion(s) violated or failed to comply with this Ordinance or with any state rules or laws regarding alcoholic beverages;
- (2) The event location is a site where a violation of this Ordinance or the state laws or rules regarding alcohol has previously occurred;
- (3) The plan of the event as proposed is likely to restrict and/or congest traffic on any of the public roads, rights-of-way, or sidewalks in the immediate vicinity of the event, or is likely to present a danger to the health and safety of guests at the event or members of the public;
- (4) The plan of the event as proposed is likely to cause a disturbance of the peace at the time of the event, or is likely to intrude upon the privacy or property of citizens in the area of the event; and
- (5) The plan of the event as proposed is inconsistent with the uses of or is prohibited at the event location.

(F) Event Requirements. All Authorized Catered Functions permitted under this Section 2-3-8.1 and all Alcoholic Beverage Caterers and Nonprofit Civic Organizations receiving an Event Permit hereunder shall be subject to the following requirements and conditions:

- (1) An Alcoholic Beverage Caterer may sell and/or distribute only those alcoholic beverages that are authorized by that person's alcoholic beverage license;
- (2) Alcoholic beverages may only be served at the location and on the date(s) specified in the Event Permit. Event Permits shall be valid for a period not to exceed three (3) consecutive calendar days;
- (3) Food, the total cost of which must exceed the total cost of the alcohol served, must be served at the event;
- (4) Copies of Event Permits shall be posted and/or maintained at the front door or entrance of the event location at all times during the event. Alcoholic Beverage Caterers must also carry a copy of the caterer's off-premises catering license, copy of the Event Permit, and any necessary state documents and permits in the vehicle transporting the alcoholic beverages to the event;

(5) Alcoholic beverages may only be served between the hours of 9:00 a.m. and 2:00 a.m. (until 1:45 a.m. on Sundays), except for events held on sites zoned for residential uses where only four (4) events may be held per calendar year and alcoholic beverages may only be served between the hours of 12:00 noon and 10:00 p.m.;

(6) No Event Permit will be issued for an event on Sunday, except to an Alcoholic Beverage Caterer who possesses a valid Sunday sales license and complies with all requirements of state law with respect to service of alcohol on Sunday. Such service shall be permitted from 12:30 p.m. to 11:00 p.m. Service until 1:45 a.m. on Sundays as referenced in paragraph (b)(5) of this section shall not constitute a Sunday event;

(7) Alcoholic beverages may not be sold at events held on sites zoned for residential uses (e.g. no "cash bar" sales will be permitted) or at events where a Nonprofit Civic Organization is the permit holder, except that such Nonprofit Civic Organizations may charge admission and collect donations so long as the money collected is neither intended to sell or profit from the alcohol provided nor intended solely to defray the costs thereof;

(8) The service of alcoholic beverages is subject to compliance with state laws and regulations regarding service of alcoholic beverages at such an event, including the receipt of any necessary state permits and filing of reports with the state revenue commissioner; and

(9) Alcoholic Beverage Caterers licensed by Glynn County shall pay excise taxes on the sale of alcoholic beverages, as calculated under this Ordinance and provide a report to the Glynn County Finance Department on or before the time when other excise taxes are due for such licensee, while alcoholic beverage caterers not licensed by Glynn County shall pay excise taxes on the total quantity of alcoholic beverages brought into the county, as calculated under this Ordinance, and provide a report to the Finance Director within fifteen (15) days of the conclusion of the event. In addition to information required to determine the amount of tax due, the report shall state the quantity and type of alcoholic beverages transported from the licensee's primary premises to the location of the event.

I have received a copy of the Event Permit Ordinance and will abide by County and State Laws.

APPLICANT'S PRINTED NAME: _____ **DATE:** ____/____/____

APPLICANT'S SIGNATURE: _____