



## Special Event Alcohol Permit Application

**This Form Must Be Submitted 14 Days Prior to the Event for Approval**

Event Name:

Event Date:  Start/End Times:

Location of Event:

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Name of Applicant or Organization (Serving Alcohol):

Contact for Alcohol License Holder:

Address:

Phone Number:  Fax Number:

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Event Planner/Contact Person:

Address:

Phone Number:  Fax Number:

Email Address:

Contact on-call during event:  Cell Phone Number:

Alternate Contact for Event:  Cell Phone Number:

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### Alcohol Service Information

1. Which alcoholic beverage products will be served and/or sold? (Check all that apply)

Beer (3.2)  Beer (greater than 3.2)  Wine  Liquor

2. Containers being used (Mark all that apply)

Plastic Cup  Bottle/Glass  Other

3. Have you obtained the proper City/State Alcohol or CMB license? (Please Attach Copy)

Yes  No

Temporary CMB License  Temporary KS ABC License  KS ABC Caterer License

4. What are the times for consumption and service?

Start Time:  End Time:

5. Will alcohol be advertised?  Yes  No If yes, how? (Check all that apply)

Banners  Signs  Posters/Fliers  Other

**Area where alcohol will be served/sold** (Please be specific on how you will set up the area where alcohol will be served/sold and include any and all drawings of the layout of designated area)

Are there restroom facilities located in close proximity?  Yes  No

Distance from designated area:

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Have you submitted a Security Plan to the Police Department?  Yes  No

Have you submitted a Safety Plan in the Event of an Emergency for your event? (If yes please attach to application, if no we will need to receive before your permit will be issued.)

Yes  No

I have read, understand, and accept liability for any failure to comply with all legal requirements.

Signature of Responsible Party:  Date:

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I do hereby approve the security and safety plans for the applicants Special Event Alcohol Permit.

Signature:  Date:   
Chief of Police or Designee

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\*\*\* Individual/Business holding State or Local Alcohol/CMB License needs to be the one to pick up the license from City Hall. \*\*\*

Approved by City Commission on: