



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:

Name of Applicant or Organization (Serving Alcohol):

Contact for Alcohol License Holder:

Address:

Phone Number: Fax Number:

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:

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:

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:

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

Signature: Date:

Chief of Police or Designee

***** 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: