

CITY OF INDEPENDENCE, MISSOURI
Finance Department - License Division
P O Box 1019, 111 East Maple
Independence, Missouri 64051

CATERING PERMIT

You must allow approximately a total of 30 days for this application process. The City of Independence requires 7 days and the State of Missouri requires 10-15 days to process your request.

Applicants must have a current State of Missouri by Drink Liquor License or State of Missouri Caterer's Liquor License, a current County and City Liquor License in which the business is located, and a current City of Independence Business License **before** the Caterer's Permit will be reviewed. If the business is located outside the City Limits and is not required to hold a City Liquor License, then a written statement of exemption from the Managing Officer will be required

This temporary permit may be issued to caterers or other persons who furnish provisions and service for use at a particular function, occasion or event at a particular location other than the licensed premises, but not including a "festival". The permit shall authorize the service of alcoholic beverages during the hours at which alcoholic beverages may lawfully be sold or served for on-premises consumption.

It is required that all persons handling the alcohol during the event have a valid **City of Independence Employee Liquor Permit**. The fee for this permit is \$15.00. Once the Caterer's Permit is approved, they may apply online at www.indepmo.org/businesslicense, pay fee with a credit card and have a printer to print the permit, or they may make application on the terminals on the second floor of City of Independence City Hall between the hours of 8:00 am and 4:30 pm only.

- Missouri Division of Liquor Control** - For further information call (573) 751-2333 regarding the State permit. You must have the City of Independence Caterer's Permit to apply for the State of Missouri Permit. Allow for the State to process their permit application. This office will notify the State of Missouri regarding your application.
- Health Permit** - You must call Health Services, (816) 325-7194, for more information on how to obtain a health permit.
- Building Permit** - If you plan to set up a tent outdoors, you must contact Building Inspections, (816) 325-7401, for more information on how to obtain a permit.
- Street Closing** - If you plan to block off a public street, you must contact Public Works at (816) 325-7602 and Fire Prevention at 325-7121. Both departments require written notification which must be provided with this application.
- Outdoor Music** - If you plan to have outdoor music, you must contact the Police Department for further information at (816) 325-7263.

Return completed and required documents to the License Division at the above mailing address for approval.

After Approval - When your application is approved, this office will mail you the signed permit to be posted at the event and the required State of Missouri approval letter.

DATE _____

CITY OF INDEPENDENCE, MISSOURI
Finance Department - License Division
111 East Maple, Independence, Missouri 64050
(816) 325-7079

CATERER'S PERMIT

Name of Business (holder of liquor license) applying for permit _____

Business's Address _____ Phone _____

Applicant - Name of Owner, Partners, or Managing Officer on Liquor License _____

Type of event or function to be catered _____

Event will be held at a () Licensed Premises () Unlicensed Premises () Private Residence

Complete the following information based on the location type selected above, where applicable:

Name of Business or Building _____

Property owner _____

Address of event or function _____ Phone _____

Date(s) and time of event _____

Name and Social Security Number of person(s) who will be in active control and management of this event:

This permit may be issued only to establishments holding a liquor license to sell intoxicating liquor by the drink at retail. This permit is valid for the approved dates and for on-premises consumption only. Applicant certifies that the above licensed business has a written contract to conduct the requested event from the above listed property owner and event sponsor

I, _____, do swear that the information on this application is true and correct to the best of my knowledge.

THIS FORM MUST BE COMPLETED IN FULL AND MUST BE ACCOMPANIED BY ALL OF THE FOLLOWING:

Signature of Owner(s) or Managing Officer

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|---|---|
| 1. Application Fee (see below) | 7. Copy of current State of Missouri Caterer's Liquor License |
| 2. List of all persons with SSN handling alcoholic beverages
-must have Independence employee liquor permits | 8. Copy of current County Liquor License |
| 3. Copy of written permission from property owner | 9. Copy of current City Liquor License or statement of exemption
from the Managing Officer |
| 4. Copy of contract between the caterer and event sponsor | 10. Copy of City of Independence Business License |
| 5. Sketch or diagram of serving area and means of control | 11. Letter of notification of street closing to Public Works & Fire
Prevention (if required) |
| 6. Copy of current State of Missouri Liquor License | |

Intoxicating Liquor by Drink Permits

Daily Permit - \$15.00 per day not to exceed 120 consecutive hours
Up to 50 Days - \$750.00 not to exceed 50 days during the current liquor license year of July 1st and June 30th
Unlimited - \$1,000.00 for an unlimited number of events

Malt Liquor and Wine by Drink Permit

Daily Permit - \$15.00 per day to sell for an unlimited number of days at a temporary function

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OFFICE USE ONLY

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Please post this signed Caterer's Permit along with a copy of the State and County Liquor Licenses at the event or function.

DATE APPLICATION APPROVED _____

Liquor License Officer