

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

CATERING PERMIT – NOT FOR PROFIT

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 Liquor License, and a current City Liquor License from the City in which the business is located **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.

- 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 holder

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

- |   |   |
|---|---|
| <ol style="list-style-type: none"> <li>1. Application Fee (see below)</li> <li>2. Copy of written permission from property owner</li> <li>3. Copy of contract between the caterer and event sponsor</li> <li>4. Sketch or diagram of serving area and means of control</li> <li>5. Letter of notification for street closing to<br/>Public Works &amp; Fire Prevention (if required)</li> </ol> | <ol style="list-style-type: none"> <li>6. Copy of current State of Missouri Liquor License<br/><b>or</b> Copy of current State of Missouri Caterer's Liquor License</li> <li>7. Copy of current County Liquor License</li> <li>8. Copy of current City Liquor License <b>or</b> statement of exemption<br/>from the Managing Officer</li> </ol> |
|---|---|

If applying for more than one location items 1-5 are required for each additional location.

**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 1<sup>st</sup> and June 30<sup>th</sup>  
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

\_\_\_\_\_  
**OFFICE USE ONLY**  
\_\_\_\_\_

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

DATE APPLICATION APPROVED \_\_\_\_\_

\_\_\_\_\_  
Liquor License Officer