

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

CATERING PERMIT

Applicants must have a current Retailer of Intoxicating Liquor by the Drink License and a current City of Independence Business License **before** the Caterer ' s Permit will be issued.

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 Afestival@. The permit may be effective for a period not to exceed one hundred twenty (120) consecutive hours, and shall authorize the service of alcoholic beverages during the hours at which alcoholic beverages may lawfully be sold or served upon premises licensed to sell alcoholic beverages for on-premises consumption.

If the business is a licensed establishment outside the City Limits of Independence, it is required to make application for a City of Independence Business License and provide the current City ' s Liquor License and State of Missouri Liquor License number and expiration date.

You must submit a copy of a written contract from the property owners allowing the sale and consumption of alcoholic beverages and a contract between the caterer and the event sponsor.

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. They may apply on line at [www.indepmo.org/businesslicense](http://www.indepmo.org/businesslicense) and pay with a credit card or must 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.

A fee of \$15.00 for each calendar day, or fraction thereof, for which the permit is issued is due at the time of application. This permit cannot exceed one hundred twenty (120) consecutive hours.

- 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
- Outdoor Music** - If you plan to have outdoor music, you must contact the Police Department for further information at (816) 325-7263
- Missouri Division of Liquor Control** - For further information call (816) 889-2574 regarding the State permit.

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.

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

DATE \_\_\_\_\_

**CATERER ' S PERMIT**

Name of Licensed Establishment \_\_\_\_\_

Business Address \_\_\_\_\_ Phone \_\_\_\_\_

Name of Owner, Partners, or Managing Officer \_\_\_\_\_

Type of event or function to be catered \_\_\_\_\_

Event will be located on ( ) Licensed Premises ( ) Unlicensed Premises ( ) Private Residence

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

Business name \_\_\_\_\_

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 and may be for a period not to exceed one hundred twenty (120) consecutive hours. This permit is valid for the above dates and for on-premises consumption at the above address only.

**FEE** of \$15.00 for each calendar day or portion thereof is due in full at the time of application.

I certify 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 given in this application is true and correct to the best of my knowledge and belief.

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

- |  |   |
|--|---|
| 1. Application Fee (\$15.00 for each calendar day)                       | 5. Copy of current State of Missouri Liquor License |
| 2. List of all persons involved with the handling of alcoholic beverages | 6. Copy of current City Liquor License              |
| 3. Copy of written permission from property owner                        | 7. Copy of City of Independence Business License    |
| 4. Copy of contract between the caterer and event sponsor                |   |

\_\_\_\_\_  
Applicant ' s Signature

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 RECEIVED \_\_\_\_\_

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