



**CITY OF SAVANNAH – REVENUE DEPARTMENT
TEMPORARY/SPECIAL EVENT PERMIT
132 EAST BROUGHTON STREET – P.O. BOX 1228 SAVANNAH, GA 31402
PHONE 912-651-6445 FAX 912-651-6957**

- *Non Profit Wedding Private Event
 BEER WINE LIQUOR

Organization, Business, or Individual Name: _____

LOCATION OF EVENT _____

Type of Event/Description: _____

Set-Up Date (s): of Event: _____ Ending Date(s) _____

Event Start Time: _____ Event End Time: _____

Applicant's Name: _____

Applicant's Address: _____

Contact Number: _____ Alternate Number: _____

Name of Person Responsible for the event: _____

Alcohol will be provided by: _____

Food Catered by: _____

- | | | |
|-----------------------------------------|-------------------------------|---------------------------------------------------------------------|
| How will alcohol be dispensed? | <input type="checkbox"/> Sold | <input type="checkbox"/> Giveaway |
| *Copy of 501(3) (C) attached? | <input type="checkbox"/> Yes | <input type="checkbox"/> No <input type="checkbox"/> Not Applicable |
| Park Permit attached? | <input type="checkbox"/> Yes | <input type="checkbox"/> No <input type="checkbox"/> Not Applicable |
| Copy of contract from venue attached? | <input type="checkbox"/> Yes | <input type="checkbox"/> No <input type="checkbox"/> Not Applicable |
| Copy of photo ID of applicant attached? | <input type="checkbox"/> Yes | <input type="checkbox"/> No <input type="checkbox"/> Not Applicable |

Please sign and date this application acknowledging your responsibilities as the license holder to ensure all state and local laws governing the dispensing of alcohol, including the prohibition against serving to minors, are strictly enforced.

Applicant

Date

Application fee of **\$25.00** is due upon approval of permit. Permit will be mailed to the address provided or held for pick-up if requested.

Reviewed by: _____ Approved by: _____

Approved Denied: Reason for Denial: _____

Temporary/Special Event Alcohol Permit Instructions

Upon application to the Revenue Department and payment of an application fee as provided below the *City Manager (CM)* shall be authorized to waive all or any portion of license fees for temporary dispensing of alcoholic beverages and to approve issuing a permit under the following conditions:

- 1) Any temporary event for which dispensing of alcoholic beverages is requested must be:
 - (a) Sponsored by a private non-profit organization as classified by the U.S. Internal Revenue Service, and no less than 80% of the proceeds of the event must benefit the sponsoring non-profit organization, OR;
 - (b) A closed private event to which the general public is not admitted (**even under any advance ticket sales arrangement**) and during which alcoholic beverages shall not be dispensed to the general public and all alcohol dispensed is free of any charge with no implied or actual monetary exchange.
 - (c) *All applications for a temporary/special permit must be submitted to the Revenue Department at least two weeks prior to the date of the event, unless waived by the City Manager or Revenue Director.*
 - (d) *Any licensee holding an annual City Alcohol Beverage License for on-premises consumption is strictly prohibited from serving alcoholic beverages purchased from a state wholesaler for sale on their licensed premises under issuance of a special alcoholic beverage permit.*
 - (e) *All applicants and permit holders must comply with all state statutes governing the sales of alcoholic beverages and all sections of this ordinance governing such sale.*
 - (f) *The permit granted under this section shall be deemed to be a privilege permit. The application shall be processed in accordance with this Code and shall be presented to the City Manager or Revenue Director, who will take such action as deemed appropriate.*
- 2) If such temporary event is to be held in a City park or square, the applicant must secure in advance a permit for use of the park or square from the Special Events Department, must meet all requirements of the Special Events Department, and **must provide the Revenue Department with a copy of the park or square use permit** issued by the Special Events Department.
- 3) No such event shall exceed three days, including Sunday, for which the City Manager shall have the authority to waive normal Sunday regulations if circumstances warrant such waiver. *After the expiration of such period, the permit shall expire.* In order to be eligible to dispense (not sell) alcoholic beverages temporarily within the City limits, a temporary/special event is needed.
- 4) The fee for such permit shall be \$25.00 per permit and shall be paid at the time of application.
- 5) No temporary permit is required for owner sponsored events held in or on the owned premises in which the general public is not invited.

Please submit the completed application and payment no earlier than 90 days prior to the event, and later than 14 days (holidays & weekends included) prior to your event date.