



City of Porterdale, P.O. Box 667, 2400 Main Street, Porterdale, Georgia 30070
City Hall 770-786-2217 • 770-786-5171 fax

SPECIAL EVENT PERMIT WITH CONSUMPTION OF ALCOHOL

APPLICANT INFORMATION:

NAME _____ ORGANIZATION _____
* if different from applicant

ADDRESS _____ CITY _____ ZIP _____

PHONE _____ PHONE (2) _____

OTHER INFORMATION:

DATE OF EVENT _____

REQUESTED LOCATION OF EVENT _____
*note if held on private property, applicant must provide a notarized statement from owner allowing the event to occur on property

NAME OF LICENSED BEER/WINE HOLDER _____

EVENT MANAGER NAME _____

CERTIFICATE of LIABILITY INSURANCE: YES or NO

BRIEFLY DESCRIBE EVENT:

-----FOR OFFICE USE ONLY-----

DATE APPLICATION RECEIVED _____ RESUBMITTED _____

APPROVED _____ DENIED _____ DATE _____

ADDITIONAL INFORMATION:

An application for a temporary special event alcoholic beverage pouring permit shall be submitted to the City Clerk with a nonrefundable payment of \$50.00 application fee no later than forty-five (45) prior to the date of the event as declared by the City Council. The following information shall be provided in the application:

- The applicant shall attach a map no smaller than 8 1/2 x 11 inches in size, clearly identifying the secured area proposed to be the location of the activity under the temporary special event alcoholic beverage pouring permit, which secured area shall be entirely within a zone established by the City Council per Resolution. The proposed secured area shall take into account and provide for areas for public circulation around the secured area.

_____ Received

- The applicant shall describe in detail the size of the secured area proposed, and the manner and materials by which the applicant proposes to secure the area within which the activity under the temporary special event alcoholic beverage pouring permit will be conducted. This description shall include the type and number of tables and seating arrangements to be located within the secured area, the type of food that shall be served, the service area from which the provision of food and beverage services will be made, and the number and location of restroom facilities.

_____ Received

- If allowed by the Resolution declaring the event, and in the event the applicant proposes to provide entertainment within the secured area, the applicant shall describe in detail the type of entertainment proposed, when the entertainment will begin and end, and designate within the secured area where the entertainment will be located.

_____ Received (if applicable)

- If the applicant will provide its own source of water and/or electrical service, the applicant shall describe in detail the manner in which these services will be provided to the secured area.

_____ Received (if applicable)

- In the event the applicant requests that the City provide water and/or electrical service to the proposed secured area, the applicant will set out in detail the method by which the applicant proposes that the City provide such services to the secured area; provided, however, that nothing contained herein shall require the City to provide water and/or electrical services where the City deems it infeasible to do so.

_____ Received (if applicable)

- The applicant shall provide such additional information as the City Manager may require from time-to-time on application forms to be provided by the City.

_____ Received (if applicable)