

**SPECIAL EVENT
ALCOHOLIC BEVERAGE
INSTRUCTION SHEET**

SATISFACTORY COMPLETION OF THE FOLLOWING REQUIREMENTS ARE NECESSARY TO FILE APPLICATIONS. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

- ❑ **1. TWO ORIGINAL SPECIAL EVENT/OUTDOOR FESTIVAL APPLICATIONS** – Answer all questions on both applications legibly appropriately in black ink or typed. Be sure applications are notarized.
- ❑ **2. PERSONAL HISTORY FORM/FINGERPRINT CARDS** – All applicant/licensee/agent and spouse (if applicable) must be fingerprinted. One (1) Personal History Card and spouse (if applicable) must be completed and signed. Fingerprints are \$20.00 per card (payment must be in the form of a money order/cashier's check). If applicant has a corporation, the agent and first (5) corporate officers or major stockholders must complete a personal history card and be fingerprinted. (Fingerprints can be obtained from another Law Enforcement Agency).
- ❑ **3. CORPORATE PAPERS** – Submit a Certificate of Incorporation and a copy of the Corporate Charter and/ Bylaws that have been properly signed by the Secretary of State and the registered agents(s) for the corporation. List all percentages held and title of each officer on the application.
- ❑ **4. LETTER OF CLEARANCE** – APPLIES TO LICENSEE-AGENT ONLY.
 - ❑ **A. Federal Clearance** – verifying that neither the applicant/licensee/agent nor spouse has been convicted of a crime within the past (10) years. Federal Clearance may be obtained from the Federal District Court (See the Clerk of Court) Richard B. Russell Building, 75 Spring Street, Atlanta, Ga. 30303.
 - ❑ **B. Certificate of Residence** – Applicant/Licensee/Agent must reside in one of the thirteen Metro-Atlanta counties (Cherokee, Clayton, Cobb, Coweta, DeKalb, Douglas, Fayette, Forsyth, Fulton, Gwinnett, Henry, Paulding and Rockdale). The Probate Court of the county in which you may reside may sign the certificate verifying residency. (See the Clerk of Superior Court).
 - ❑ **C. Proof of Citizenship** – Applicant/Licensee/Agent must be a citizen of the United States or an alien lawfully admitted for permanent residence. A copy of the citizenship naturalization certificate or resident alien status is required. A United States Passport or Birth Certificate may also be utilized to prove citizenship.
 - ❑ **D. Three Letters of Reference** – May be furnished by any three (3) person who have known the applicant(s) for at least three (3) years. Letter must include name, address and telephone number.
 - ❑ **E. Two (2) small photos** – Size 2 x 2 (passport size).

- ❑ 5. **LEASE OR VALID DOCUMENT** – Shows applicant has legal access to the proposed premises (deed, lease, sublease, rental agreement, etc.).
- ❑ 6. **FINANCIAL INVESTMENTS** – Current Licensed alcohol holders with the City of Atlanta are not required to provide financial information. Non-profit organizations must provide a copy of the Internal Revenue Service form 501C-3.
- ❑ 7. **APPLICATION FEES/LICENSE FEES- MONEY ORDERS OR CASHIERS CHECKS ONLY.**
(All Fees Are Non-refundable)

A. Profit Application Fee:	\$100.00
B. Profit License Fee:	\$500.00 per day
C. Non-profit Application Fee:	\$25.00
- ❑ 8. **APPROVAL OF FIRE, HEALTH AND BUILDING DEPARTMENTS-** Fire, Health and Building inspection forms will be issued to the applicant/licensee/agent at the time the application is accepted by an investigator. These documents must be taken to the appropriate departments within 24 hours. An inspection of the premises will be conducted and sent back to the License and Permits Office. It is the applicant/licensee agent's responsibility to ensure that the inspection forms are sent back to the License and Permits Office. These inspections should be received no later than 7 days prior to the License and Review Board Hearing.
- ❑ 9. **LICENSE REVIEW BOARD HEARING-** All applicants/licensee/agent must appear before the City of Atlanta License and Review Board (No substitute individuals will be permitted). Once an application has been accepted by an investigator, a tentative License and Review Board hearing date will be assigned.
- ❑ 10. **MAYOR'S APPROVAL-** The City of Atlanta Mayor is the approving authority for all Special Event Applications. After the License and Review Board hearing date the special event application will be forwarded to the Mayor for final review and signature.
- ❑ 11. **BUSINESS LICENSE OFFICE-** After the Mayor has approved and signed the Special Event Application, a copy of the application will be forwarded to the Business License Office. Contact the Business License Office at (404) 330-6000 to obtain the Special Event Alcohol License.

IF THERE ARE ANY QUESTIONS CONCERNING THE COMPLETION OF THE APPLICATIONS, PLEASE FEEL FREE TO CALL THE LICENSE AND PERMITS OFFICE FOR ASSISTANCE AT (404) 546-4470.

PLEASE CALL FOR AN APPOINTMENT TO FILE AN APPLICATION. APPOINTMENTS ARE SCHEDULED MONDAY, TUESDAY AND WEDNESDAY FROM 9:00 AM TO 2:00PM.

NOTE: ALL APPLICATIONS MUST BE RECEIVED BY THE POLICE DEPARTMENT 30 DAYS PRIOR TO THE DATE OF THE SPECIAL EVENT.

**LICENSE AND PERMITS UNIT
3493 DONALD LEE HOLLOWELL PARKWAY
ATLANTA, GEORGIA 30331**



**ATLANTA POLICE DEPARTMENT
PERSONAL HISTORY RECORD**

PERMIT TYPE: _____ DATE: _____

Name in FULL (Please Print) _____

Address: _____ Telephone: _____

Place of Birth _____ Date of Birth: _____ Age: _____
(City, State) (Day, Month, Year)

Race: _____ Height: _____ Weight: _____

Eye Color: _____ Hair Color: _____

Social Security Number: _____ Driver's License # _____

Have you been convicted of any law? Federal: _____ Foreign Country: _____ State Law: _____
City Ordinance: _____ if so, explain: _____

List names and addresses of employers for the past three (3) years: _____

Marital Status: _____ Spouse's Name: _____

Finger printed by: _____ Applicant Signature: _____

Date: _____

CRIMINAL HISTORY CONSENT

I hereby authorize the Atlanta Police Department/License and Permits Unit to receive any criminal history record information pertaining to me which may be in the files of any state local criminal justice agency in Georgia. I also acknowledge that any information I provide on this application can be made publicly available under the Georgia Open Records Act O. C. G. A. 50-18-70.

Have you ever been charged or convicted of any violation of the law? () Yes () No

Date of Occurrence: _____ City: _____ State: _____

Disposition: _____ Explain: _____

I DO HEREBY SWEAR OF AFFIRM THAT THE FOLLOWING IS TRUE AND CORRECT UNDER PENALTY OF
CITY ORDINANCE 106-90. (SIGNATURE) _____

SAVE Affidavit



CITY OF ATLANTA AFFIDAVIT
VERIFYING STATUS FOR RECEIPT OF PUBLIC BENEFIT
SUBMITTED TO DEPARTMENT OF POLICE/LICENSE AND PERMITS

By executing this affidavit under oath, as an applicant for a City of Atlanta Contract, Business License or Georgia Occupation Tax Certificate, Alcohol License, Taxi Permit, Insurance Company License or other public benefit as referenced in O.C.G.A. Section 50-36-1, I am stating the following with respect to my application for a City of Atlanta public benefit:

For: _____
[Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]

1) _____ I am a United States Citizen

OR

2) _____ I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States.* **All non-citizens must provide their Alien Registration Number below.**

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

Signature of Applicant: _____ Date: _____

Printed Name: _____

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
____ DAY OF _____, 20____

* _____
Alien Registration number for non-citizens

*Note: O.C.G.A. § 50-36-1(e)(2) requires that aliens under the federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their alien registration number. Because legal permanent residents are included in the federal definition of "alien," legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below:

7. Agent's occupation, business interest(s) and/or employer(s) for the past ten (10) years:

Company	Address	Position	Dates

8. If a corporation or partnership, indicate the following for all officers, members of board of directors, trustees and/or principal stockholders. If a partnership, include all partnership.

Name	Address	DOB	SSN	Position	% Int.

9. State the amount and source of money that has or will be invested by each individual who and interest in the event. If a corporation or partnership, list each individual separately:

Name	Amount	Source of Funds

10. List any other individual(s) or firm(s) owning any interest in or receiving any funds from the operation of the event:

Name	Amount	Source of Funds

11. Location where event is to be held. (If park, name and address of park)

12. Name and address of property owner where event will be held.

13. If property rented, amount and manner in which rent is determined.

14. Describe nature and character of business. Be specific.

15. Day(s), date(s) and time of event:

16. Indicate the type of alcoholic beverage which will be sold:

17. Do you currently hold a license to sell/serve alcohol in the City of Atlanta? Yes No

18. Does agent, any partner(s) or corporation officer, board member, principle shareholder or trustee Have, within five (5) years, any conviction(s) or pending charge(s) for the violation of any federal, state or local laws(s), ordinance or regulation?
(For the purpose of this question, the term "conviction" shall include an adjudication of guilty, a plea of nolo contendere or the forfeiture of a bond.)

Person Charged	Date	Offense	Location (city& state)	Disposition

I, _____, being duly sworn accordingly to law, do swear that the facts and things stated by me in the foregoing answers to questions are true, and no false or fraudulent statement has been made (herein that such answers were made in order to procure the granting of such license).

Signature of Licensee/Agent

Sworn to and subscribed before me this _____ day of _____ 20_____.

Notary Public

Signature and Title of person other than Licensee/Agent filling out this application

(_____) _____
Telephone Number

Receiving Investigator: _____
Date Received: _____
Tentative License Review Board Date: _____