

## **Nonprofit Special Event Temporary Alcohol Permit**

A nonprofit special event is any organized activity having as its purpose entertainment, recreation, and/or education which takes place on public or private property. By way of example, special events include, but are not limited to, fairs, tours, grand opening celebrations, races, parades, marches, rallies, assemblies, festivals, concerts, holiday celebrations, bicycle runs, and block parties. A temporary alcohol permit is required for **all** special events that involve the consumption of alcohol.

Furthermore, if alcohol is to be served or sold at the event, the event producer or business owner must also obtain an Alcohol Permit through the Finance Department and hire private security officers to prevent alcohol from being removed from the premises. The City's alcoholic beverage requirements are governed in accordance with Dunwoody Ordinance, Chapter 4, Alcoholic Beverages.

The fees for the nonprofit special event temporary alcohol permit vary depending on the extent of the event. Permit fees will be assessed based on the information provided in the application. A nonprofit civic organization is exempt from the administrative application fee for an alcohol license. Such organizations are not exempt from the temporary or annual alcohol permit fees or the permit fees for pouring alcoholic beverages. The producer of the event is responsible for any additional costs incurred by the City as a result of the event.

Nonprofit Special Event Temporary Alcohol Permit applications must be submitted at least sixty (60) days prior to the planned special event. All permits related to your special event should be posted at greeting areas or main entrances to the event. City staff may ask event producers or business owners to show proof of permit during the event.

Pursuant to state law, a temporary permit shall authorize the organization to sell alcoholic beverages for consumption only on the premises for a period not to exceed one day, subject to all laws and ordinances regulating the time for selling such beverages; the temporary permit shall be valid only for the place specified in the permit; and no more than six such permits may be issued to the applicant organization in any one calendar year.

For detailed information regarding special events involving the consumption of alcohol please refer to the City Code of Ordinances *Chapter 4 Alcoholic Beverages, Article 2 Licensing, Section 4-28* as well as *Chapter 26 Streets, Sidewalks and Other Public Places, Article 8 Assemblages in Public Places, Division 3 Special Events* located on our website at [www.dunwoodyga.gov](http://www.dunwoodyga.gov).

Please submit the following Nonprofit Special Event Temporary Alcohol Permit application and required supplemental materials to the Finance & Administration Department, located at 41 Perimeter Center East, Suite 250, Dunwoody, GA 30346. If you have questions, please do not hesitate to contact the Finance & Administration Department at (678) 382-6700.

## License Checklist

### Application Requirements:

- Nonprofit Special Event Temporary Alcohol Application Information
- Applicant's Certification (Notarized)
- SAVE Affidavit (Notarized)
- Copy of a bona fide nonprofit organization 501-C letter
- Alcoholic Beverage Provider Information
- Copy of Alcoholic Beverage Provider's Alcohol License
- Payment in full

### The following requirements may be required, if applicable:

- Copy of Occupational Tax Certificate
- Copy of Resident or Non-Resident Catering Permit
- Pouring Permit
- Background Check Consent Form

## Nonprofit Special Event Temporary Alcohol Permit

### **Business Organization Details**

Name of Business/Organization: \_\_\_\_\_

Physical Business/Organization Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Name of Contact Person/Producer: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

### **Event Details**

Name of Event: \_\_\_\_\_

Location of the Event (physical address): \_\_\_\_\_

Date of Event: From \_\_\_\_\_ To \_\_\_\_\_

Type of Event:     Wine Tasting     Beer Tasting     Fundraiser/Charitable Event

Duration of Event:     Annual     One Day Event

Actual Event Hours: \_\_\_\_\_ am/pm    Until: \_\_\_\_\_ am/pm

Projected Event Attendance: \_\_\_\_\_

Name & Address of Alcoholic Beverage Provider: \_\_\_\_\_

Will the event include temporary signs or banners? (yes/no)

*\*If yes, you must submit a Temporary Sign Permit Application (Contact Community Development)*

**Note: Other Permits may be required based on the type of event. Please read the special instructions carefully. You may contact the Community Development Office at (678) 382-6800.**

### **Property Details**

Name of Owner: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

**Note:** The Nonprofit Special Event Temporary Alcohol Permit shall be issued only to an individual person, the business owner/sponsor of the event. In this case, business owner/sponsor means the person responsible for planning, producing, and conducting the special event. If a group, organization, association, or other entity is sponsoring the special event, a designated agent shall be named for purposes of the permit, and that individual shall be solely and fully responsible for compliance with all provisions of the Nonprofit Special Event Temporary Alcohol Permit.

### Nonprofit Temporary Alcohol Applicant’s Certification/Affidavit

Name of Event: \_\_\_\_\_

Brief Description of Event: \_\_\_\_\_

Physical Address of Event: \_\_\_\_\_

I hereby agree that as a condition to the issuance of a Nonprofit Special Event Temporary Alcohol Permit, the business owner/sponsor of the Event shall indemnify and hold the City harmless from claims, demand or cause of action which may arise from activities associated with the event.

I hereby solemnly swear, subject to criminal penalties for false swearing, that the statements and answers made by me to the foregoing questions in this application for a Nonprofit Special Event Temporary Alcohol Permit, are true, and no false or fraudulent statement or answer is made herein to procure the granting of such permit.

I hereby state and understand that should a complaint be filed against the owner/sponsor of the Event for violation of any regulation associated with the application for the City of Dunwoody Nonprofit Special Event Temporary Alcohol Permit, the permit issued for the event will immediately become void and will not reissue for the same location.

Owner/Sponsor Signature: \_\_\_\_\_

Sworn and Attested before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Notary Signature/Seal: \_\_\_\_\_

<b>Staff Use Only</b>	
Permit #:	Administrative Fees: N/A
FA Processed By:	FA Permit Fees:
Approved/Denied By:	Expiration Date:
Approval Date:	Denied Date:



**Nonprofit Special Event Temporary Alcohol Permit Fees**

<input type="checkbox"/>	Nonprofit Per Day: Beer/Wine	#days_____		\$50.00	=	\$_____
<input type="checkbox"/>	Nonprofit Per Day: Liquor	#days_____		\$50.00	=	\$_____
<input type="checkbox"/>	Nonprofit Annual: Beer/Wine			\$500.00	=	\$_____
<input type="checkbox"/>	Nonprofit Annual: Liquor			\$1,000.00	=	\$_____
<input type="checkbox"/>	Resident Catering License	#days_____	X	\$50.00	=	\$_____
<input type="checkbox"/>	Nonresident Catering License	#days_____	X	\$50.00	=	\$_____
<input type="checkbox"/>	Pouring Permit	#_____	X	\$60.00	=	\$_____
<input type="checkbox"/>	Background Check	#_____	X	\$50.00	=	\$_____
<b>Total Fees Due:</b>						\$_____

\*\*Checks are made payable to the City of Dunwoody\*\*

**\*Background Checks and Pouring Permits are only performed on Tuesdays & Thursdays between 9:00am – 11:00am or 1:00pm – 3:00pm.**