



COLUMBUS CONSOLIDATED GOVERNMENT

Georgia's First Consolidated Government

0101-099-1999-4826

FINANCE DEPARTMENT

REVENUE DIVISION - Occupation Tax Section

3111 Citizens Way, Columbus, GA 31906
706-225-4100, Option 1

DEPARTMENTAL USE ONLY:

Amount To Be Validated \$ _____

ALCOHOLIC BEVERAGE CATERING APPLICATION

Name of Business Requesting Alcohol Catering Approval: _____

Physical Address of Business: _____

(Business must include a copy of their current alcoholic beverage license from the City of Columbus, Ga., and a copy of their current alcoholic beverage license from the State of Georgia Department of Revenue)

EVENT DETAILS

Name of Organization/Business/Individual Holding Event: _____

Type/Purpose of Event: _____

(if additional space is needed, please attach a separate sheet)

Location of Event (physical address): _____

Day & Date of Event:

Time of Event

From: _____ To: _____

Will the catered affair be held indoors or outdoors? _____

Type of Alcoholic Beverages to be catered at event: _____ Liquor _____ Beer _____ Wine

Signature of Alcoholic Beverage License Caterer

Signature of Authorized Person Sponsoring Event

Printed Name of Signature

Printed Name of Signature & Title

Phone Number

Phone Number

E-Mail Address

E-Mail Address

Please sign and date this application acknowledging your responsibilities to ensure all local and state laws governing the dispensing and sales of alcohol are strictly enforced. An administrative fee of \$25.00 must be paid at the time you submit your application.

ALCOHOLIC BEVERAGE CATERING

Guidelines:

Business establishments that hold a Beer, Wine or Mixed Drinks On-Premises Alcoholic Beverage License, with the exception of establishments licensed under the category of a “Non-Alcohol Retail Establishment pursuant to Section 3-1(gg) of the Columbus Code, may apply for an alcoholic beverage special event approval or approval to cater alcoholic beverages. Catered events may consist of conventions, conferences, sales meetings, seminars, banquet groups, cultural events, private parties or other events. Please note catered events cannot involve any type of adult entertainment or adult oriented entertainment. The alcoholic beverage licensee shall only sell/serve the type of alcoholic beverages covered by their on-premises license. The alcoholic beverage licensee must attach a copy of the business current Local and State alcoholic beverage licenses and must be current with any Occupation Tax, Hotel Motel Excise Tax and Mixed Drinks Excise Tax due.

Applicants shall submit a completed application with the non-refundable \$25.00 administrative processing fee, for each event, to the Finance Department-Revenue Division at least 15 business days before event. If you have to apply for an Alcoholic Beverage Special Event Permit from the Georgia Department of Revenue, please submit your application 30 days before the event.

If approved, the applicant will be forwarded a Letter of Approval from the City Manager’s Office. If denied, the applicant will be forwarded a Letter of Denial from the City Manager’s Office.

Please be advised, the applicant, facilitator and facility shall be responsible for any violations which may occur at an event.

At any time, any agent of the City may enter the approved off-site catering premises for the purpose of inspecting the premises relating to the possession, selling or serving of alcoholic beverages for compliance with City and State law.

The licensed caterer must immediately notify this office, in writing, of any cancellations.

Applications and remittance should be emailed to the following personnel:

alcohollicense@columbusga.org

*Please fill in all the information on the **attached** credit card authorization form*
We accept VISA, Mastercard and Discover.

If you have any questions, please contact the Finance Department-Revenue Division at 706-225-4100, Option 1.

Please contact the Georgia Department of Revenue Alcohol & Tobacco Division for State regulations regarding any State Alcohol Special Event Permits at 877-423-6711 or atdiv@dor.ga.gov.