

Non-Profit Special Event Temporary Alcohol Permit

- A non-profit special event is any organized activity having as its purpose entertainment, recreation, and/or education which takes place on public or private property. Non-profit civic organizations applications must be submitted at least twenty (20) days prior to the planned non-profit special event to the City of Duluth business office.
- An alcohol permit is also required for **All Non-Profit** special events that involve the consumption of alcohol by **The Georgia Department Revenue at least 10 business days prior to the event.** If you have not already done so, you should contact the Georgia Department.

Georgia Department of Revenue
Registration Unit
P.O. Box 49512
Atlanta, Georgia 30359-1512
<https://gtc.dor.ga.gov/#1>

- 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 three (3) days. 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 (6) such permits may be issued to the applicant organization in any one (1) calendar year.
- To be eligible to apply for a temporary permit to sell alcoholic beverages at an authorized event, a bona fide non-profit organization must be the applicant; a non-profit authorization letter (i.e. Federal Form 501-C3) must be produced; any required event permit must be obtained; and the authorized event for which the event permit is issued must be associated with and benefit the cause of a charitable or civic organization.
- Furthermore, if alcohol is to be served or sold at the event, the event producer and servers must also obtain an Alcohol Permit through the Business Office with a fee of fifteen dollars (\$15.00) and shall be exempt from the alcohol training requirements. The City's alcoholic beverage requirements are governed in accordance with Duluth Ordinance, Chapter 3, Alcoholic Beverages.
- A non-profit civic organization is exempt from the administrative application fee for an alcohol license. Such organizations are not exempt from 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.
- All permits related to your non-profit 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. Event producer or Business owner shall provide a Duluth Police Officer or other security personnel as approved by the City Clerk for every 300 patrons.
- For detailed information regarding Non-profit Special Events involving the consumption of alcohol please refer to the City Code of Ordinances *Chapter 3 Alcoholic Beverages, Section 3-252 Non-Profit Special Event License* located on our website at www.duluthga.net.
- Please submit the following Non-profit Special Event Temporary Alcohol Permit application and required supplemental materials to the Business Office, located at 3167 Main Street, Duluth, GA 30096. If you have questions, please do not hesitate to contact the Leslie Ward at (770) 476-3434.



SPECIAL EVENT NON-PROFIT PERMIT APPLICATION

The following items are required in addition to the completed application.

A copy of the organization's tax exempt status – (501(c) Letter) from the I.R.S. must be attached to this application along with a copy of Alcohol Permits from each server.

NOTE: Alcohol Permits must be issued within Gwinnett County or by the City of Duluth (cost \$15).

(LIMITED TO 6 PER YEAR)

Business Organization Permit

Name of Business / Organization: _____

Physical Business/ Organization Address: _____

Name of Contact Person/Producer: _____

Email: _____ Telephone Number: _____

Zoned property location: _____ CPD-C _____ CBD _____ HC _____ C2 _____ M-1 _____ M-2

Required Event Details

Name of Event: _____

Location of the Event (physical address): _____

Date of Event: From: _____ To: _____

Actual Event Hours: _____ am/pm Until: _____ am/pm

Projected Event Attendance: _____

Type of alcohol to be served at event : _____ Wine _____ Beer _____ Mixed Drinks

Method of Wine Sales: _____ Consumption on Premises _____ Package Wine _____ Auction

Wholesaler(s) Name & Address of Alcoholic Beverage Provider Delivering for Event: _____

Duration of Event: _____ Annual _____ One Day Event

Will the event be conducted with, or in any way connected with a wholesaler, retailer, importer, or manufacturer of alcoholic beverages, or persons associated with such wholesaler, retailer, importer or manufacturer? _____ Yes _____ No

If you answered yes you must have prior written approval from the Georgia Dept. of Revenue and a copy of the approval must be attached to this application.



NOTE: Georgia sales tax must be remitted to the state on all sales at this event. Mixed Drink Tax (if applicable) must be remitted to the City of Duluth. If the organization does not hold a Georgia sales tax number, the organization must file a miscellaneous sales tax return.

Will the event include temporary signs or banners? _____ Yes _____ No

**If yes, you must submit a Temporary Sign Permit Application (Contact Planning and Zoning)*

NOTE: Other Permits may be required based on the type of event. You may contact Planning and Zoning Office at (770) 476-1790.

Property Details

Name of Owner: _____

Owners Address: _____

Email: _____ Telephone number: _____

Note: The Non-Profit 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 Non-profit Special Event Alcohol Permit

Non-profit Temporary Alcohol Applicants 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 Non-profit Special Event Temporary Alcohol Permit, the business owner/sponsor of the Event shall indemnify and 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 Non-profit 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 Duluth Non-Profit 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: _____



LIST OF EMPLOYEES FOR EVENT

Employee must be 21 years of age

Name: _____ Sex: _____ Race: _____
Residence Address: _____
City, State, Zip: _____
Telephone Number: _____
Date of Birth: _____
Job Position: Server _____ or Cashier _____

Name: _____ Sex: _____ Race: _____
Residence Address: _____
City, State, Zip: _____
Telephone Number: _____
Date of Birth: _____
Job Position: Server _____ or Cashier _____

Name: _____ Sex: _____ Race: _____
Residence Address: _____
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