



## Special Event Temporary Alcohol Permit

A special event is any organized activity having as its purpose entertainment, which takes place on public or private property. By way of example, special events include, but are not limited to grand opening celebrations, festivals, concerts, holiday celebrations, and block parties. A temporary alcohol permit is required for **all** special events that involve the consumption of alcohol if the alcohol provider does not have an alcohol catering license.

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 Business office and supply the recommended number of Duluth Police or other approved Security Personnel to prevent alcohol from being removed from premises. The City's alcoholic beverage requirements are governed in accordance with Duluth Ordinance, Chapter 3, Alcoholic Beverages. (Sec 3-253).

A retail consumption dealer may apply for an on-premises special event temporary permit. An on-premises special event temporary permit shall authorize the retail consumption dealer to sell alcoholic beverages for consumption on the premises. The producer of the event is responsible for any additional costs incurred by the City as a result of the event.

Special Event Temporary Alcohol Permit applications must be submitted at least twenty (20) 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, 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.

An alcohol permit is required for **All 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 of Revenue immediately and obtain an application form from the State and prepare it for submission.

**Georgia Department of Revenue**  
**Registration Unit**  
**P.O. Box 49512**  
**Atlanta, Georgia 30359-1512**  
[https://etax.dor.ga.gov/alcohol/alc\\_forms.aspx](https://etax.dor.ga.gov/alcohol/alc_forms.aspx)

For detailed information regarding special events involving the consumption of alcohol please refer to the City Code of Ordinances *Chapter 3 Alcoholic Beverages, Section 3-253* located on our website at [duluthga.net](http://duluthga.net).

Please submit the following Special Event Temporary Alcohol Permit application and required supplemental materials to City of Duluth, Business Office, 3167 Main Street, Duluth, GA 30096. If you have questions, please do not hesitate to contact Leslie Ward at (770) 476-3434, Ext 1221 or by Email [lward@duluthga.net](mailto:lward@duluthga.net).



**Special Event**  
**Alcohol Application**

*The Following items are required in addition to the completed application*

*Copy of current Driver's License, Copy of State Alcohol License, Copy of Local Jurisdiction Alcohol License  
Copy of Occupational Tax Certificate Copy of Liability Insurance, Complete Employee List  
(Include a copy of Alcohol Handling Employee Permits issued within Gwinnett County.)*

\$150.00 Special Event Permit Fee

**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

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

**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.**

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) 476-3434.**



**Property Details**

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

Owners Address: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone number: \_\_\_\_\_

Note: The 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 Special Event Alcohol Permit

**Special Event 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 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 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 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**

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

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**Pouring permits are issued weekly on Tuesdays 9:00 am – 11:00 am & Thursdays 2:00 pm – 4:00 pm**