

Special Event Temporary Alcohol Permit

**City of Buchanan
PO Box 6
Buchanan, Georgia 30113**

Eligibility for a temporary special event alcohol permit.

1. A temporary special event alcohol permit may be issued to any person, firm or corporation for an approved special event. The person, firm or corporation must make application and pay the fee that will be required to comply with all the general provisions and the licensing and regulations for consumption on the premises establishment with the exception of the full-service kitchen requirement.
2. The special event is encouraged but not required to have a certified P.O.S.T officer on site.
3. The special event must receive approval from the Police Department on crowd control and security measures.
4. The special event must receive approval from the Police Department on traffic control measures.
5. The premises where the special event shall take place shall meet the distance from certain uses requirements.
6. Bartender, alcohol server, or permit holder must be 18 years of age or older as pursuant to O.C.G.A. § 3-11-4.
7. The Police Department or his designee may immediately revoke any temporary permit for a special event if continued alcohol sales may endanger health, welfare or safety or the public.
8. As a condition on the issuance of a temporary special event permit, the permit holder shall indemnify and hold the City of Buchanan harmless from claim, demand or cause of action that may arise from activities associated with the special event.
9. The City Clerk shall issue the temporary special event permit to the applicant upon compliance with the terms hereof.
10. Must comply with City of Buchanan Noise and Nuisance Ordinances.
11. \$25 fee must be paid.
12. All applicants must submit their application five (5) business days prior to the event.

Please submit the following Special Event Temporary Alcohol Permit application and required supplemental materials to City of Buchanan Office, 4300 GA Hwy 120, Buchanan GA 30113. If you have questions, please do not hesitate to contact Sherry Taylor at (770) 646-3081 or staylor@buchananga.gov

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.)*

☐ \$25.00 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: ☐ C1 ☐ 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 City of Buchanan

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 Buchanan 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: _____

Residence Address: _____

City, State, Zip: _____

Telephone Number: _____

Date of Birth: _____

Job Position: Server _____ or Cashier _____

Name: _____ Sex: _____

Residence Address: _____

City, State, Zip: _____

Telephone Number: _____

Date of Birth: _____

Job Position: Server _____ or Cashier _____

Name: _____ Sex: _____

Residence Address: _____

City, State, Zip: _____

Telephone Number: _____

Date of Birth: _____

Job Position: Server _____ or Cashier _____

Name: _____ Sex: _____

Residence Address: _____

City, State, Zip: _____

Telephone Number: _____

Date of Birth: _____

Job Position: Server _____ or Cashier _____

Name: _____ Sex: _____

Residence Address: _____

City, State, Zip: _____

Telephone Number: _____

Date of Birth: _____

Job Position: Server _____ or Cashier _____