

# 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 and to comply with all the general provisions and the licensing and regulation for consumption on the premises establishment with the exception of the full-service kitchen requirement.
2. Special event alcohol permit shall be obtained for the following:
  - a. The special event must meet the following criteria before the issuance of a permit to distribute alcoholic beverages.
  - b. The special event must receive approval from the Police Department on crowd control and security measures.
  - c. The special event must receive approval from the Police Department on traffic control measures.
3. The premises where the special event shall occur shall meet the distance form certain uses requirements.
4. Bartender, alcohol server, or permit holder must be 18 years of age or older as pursuant to O.C.G.A. § 3-11-4.
5. The Police Department or his designee may immediately revoke any temporary permit for a special event if continued alcohol sales may endanger the health, welfare or safety or the public.
6. 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.
7. The City Clerk shall issue the temporary special event permit to the applicant upon compliance with the terms hereof.
8. Must comply with City of Buchanan Noise and Nuisance Ordinances.
9. Fee must be paid, \$50.00 for up to 3 days.

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](mailto: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.)*

\$50.00 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 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: \_\_\_\_\_

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

Date of Birth: \_\_\_\_\_

Job Position: Server \_\_\_\_\_ or Cashier \_\_\_\_\_