RESIDENT CATERING LICENSE APPLICATION

Dunwoody
Smart people – Smart city
41 Perimeter Center East | Dunwoody, GA 30346
Phone: (678) 382-6700 | Fax: (770) 396-4705

Business Information (Alcohol Provider)

Alcohol Provider:	
Physical Address:	
Mailing Address:	
Name of Licensee:	
E-mail:	Phone:

Event Information

Name of Event:
Physical Address:
Date(s) of Event:
Event Hours:
Alcohol to be Served (check all that apply): ☐ Beer ☐ Wine ☐ Liquor
Quantity of Alcohol to be Served:

Event Location Owner Details

Type of Property (check all that apply): ☐ Private ☐ Public ☐ Streets or Rights-of-Way	
Name of Owner:	
E-mail:	Phone:

Terms & Conditions

I hereby agree that as a condition to the issuance of a Resident Alcoholic Beverage Catering License, the business owner/sponsor of the Event shall indemnify and hold 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 Resident Alcoholic Beverage Catering License 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 Dunwoody Resident Alcoholic Beverage Catering License, the permit issued for the event will immediately become void and will not reissue for the same location.

Licensee's Name: _____

Licensee's Signature: _____ Date: _____

Sworn and Attested before me on this _____ day of _____ 20 _____

Notary Signature: _____

For efficient processing, please attach a copy of:

☐ Alcoholic Beverage Provider's License ☐ Pouring Permit ☐ Occupational Tax Certificate
☐ Affidavit Verifying Status for City Public Benefit (see page two)

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dunwoodyga.gov

O.C.G.A. § 50-36-1(e)(2) Affidavit Verifying Status for City Public Benefit

****This form is required for ALL LICENSES/PERMITS by State Law****

By executing this affidavit under oath, as an applicant for a resident caterer license, as referenced in O.C.G.A. § 50-36-1, from the City of Dunwoody, Georgia, the undersigned applicant verifies one of the following with respect to my application for a public benefit:

1) _____ I am a United States citizen
(Must include copy of either current State Driver's License, Passport, or Military ID)

2) _____ I am a legal permanent resident of the United States**
(Must include a copy of your current State Driver's License and either a copy of your Permanent Resident Card or Employment Authorization Card)

3) _____ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.**
(Must include a copy of your current State Driver's License and either a copy of your Permanent Resident Card or Employment Authorization Card)

**My alien number issued by the Department of Homeland Security or other federal immigration agency is: _____.

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1(e)(1), with this affidavit.

The secure and verifiable document provided with this affidavit can best be classified as:

_____

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed in _____ (city), _____ (state).

_____ _____
Signature of Applicant Date

_____
Printed Name of Applicant

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE ____ DAY OF _____, 20___.

_____ My Commission Expires: _____
NOTARY PUBLIC/SEAL

RESIDENT CATERING FREQUENTLY ASKED QUESTIONS

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- **What is a Resident Catering License?**
  - A Resident Catering License authorizes the provision of alcohol at events, functions or special event facilities outside of your business's current fixed location within the city.

- **Review Process – Who can help me navigate the process?**
  - Nikki Wilson: (678) 382-6760 or Nikki.Wilson@dunwoodyga.gov
  - Cory Betterson: (678) 82-6721 or Cory.Betterson@dunwoodyga.gov
  - Handle the intake and processing of all resident catering license applications. They can help you check if you already have a current pouring permit or beverage license.

- **Prerequisite Licenses - Do I need any other licenses?**
  - Yes, your business must first have a valid beverage license from the city to sell or otherwise dispense alcohol at a fixed location within Dunwoody in order to apply for a Resident Catering License. If you do not already have one, you will also need a Pouring Permit (which will require a Background Check).

- **Fees - What are the Fees?**
  - The Administrative Fee is $50 per application regardless of the type of alcohol (beer, wine, and/or liquor). The Resident Catering License is $50 per day of the event. Should you need a Background Check for a Pouring Permit the fee for the Background Check is $50 and the fee for the Pouring Permit is $60.

- **Multiple Events - Do I need a Resident Catering Permit for each Event?**
  - Yes, O.C.G.A. 3-11-2 and 3-11-4 require separate applications for each off-premises catering permit.

- **Sunday Sales - Do I need Sunday sales license for a catered event on Sunday?**
  - Yes, your business must first have a valid Sunday sales license or a One Day Sunday Sales Permit in order to apply for a Resident Catering License for a Sunday.

- **Types of Alcohol – Does the type of alcohol served under a Resident Catering License need to match the type of alcohol for which my business has an existing license?**
  - Yes, your business must first have a valid alcohol beverage license for the sale of each type of alcohol you intend to serve as with a Resident Catering License. That is, if your business processes a license only to sell malt beverages at your fixed location in the city you may only sell or serve malt beverages at the authorized catering event or function.

- **Excise Taxes – Are excise taxes imposed on the sale of liquor with a Resident Catering License?**
  - Yes, excise taxes are imposed upon the total of individual drinks of distilled spirits served by a resident caterer and shall be paid within 30 days after the conclusion of the catered event or function.