

Special Event Temporary Alcohol Permit

A special event is any organized activity having as its purpose entertainment, recreation, and/or education which takes place on public or private property. By way of example, special events include, but are not limited to, fairs, tours, grand opening celebrations, races, parades, marches, rallies, assemblies, festivals, concerts, holiday celebrations, bicycle runs, and block parties. A temporary alcohol permit is required for **all** special events that involve the consumption of alcohol.

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 Finance Department and hire private security officers to prevent alcohol from being removed from the premises. The City's alcoholic beverage requirements are governed in accordance with Dunwoody Ordinance, Chapter 4, Alcoholic Beverages.

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 for a period not to exceed a two hour extension of the hours of operation specified in section 4-135 for the specified day. 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 sixty (60) 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 only on the premises for a period not to exceed one day, 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.

For detailed information regarding special events involving the consumption of alcohol please refer to the City Code of Ordinances *Chapter 4 Alcoholic Beverages, Article 2 Licensing, Section 4-28* as well as *Chapter 26 Streets, Sidewalks and Other Public Places, Article 8 Assemblages in Public Places, Division 3 Special Events* located on our website at www.dunwoodyga.gov.

Please submit the following Special Event Temporary Alcohol Permit application and required supplemental materials to the Finance & Administration Department, located at 41 Perimeter Center East, Suite 250, Dunwoody, GA 30346. If you have questions, please do not hesitate to contact the Finance & Administration Department at (678) 382-6700.

License Checklist

Application Requirements:

- Special Event Temporary Alcohol Application Information
- Applicant’s Certification (Notarized)
- SAVE Affidavit (Notarized)
- Alcoholic Beverage Provider Information
- Copy of Alcoholic Beverage Provider’s Alcohol License
- Copy of Occupational Tax Certificate
- Payment in full

The following requirements may be required, if applicable:

- Pouring Permit
- Background Check Consent Form

Special Event Temporary Alcohol Permit Fees

<input type="checkbox"/> Administrative Fee: Beer/Wine		\$100.00	= \$	
<input type="checkbox"/> Administrative Fee: Liquor		\$200.00	= \$	
<input type="checkbox"/> Temporary Event: Beer/Wine	# days _____	X \$50.00	= \$	
<input type="checkbox"/> Temporary Event: Liquor	# days _____	X \$50.00	= \$	
<input type="checkbox"/> Pouring Permit	# _____	X \$60.00	= \$	
<input type="checkbox"/> Background Check	# _____	X \$50.00	= \$	
Total Fees Due:			\$	

Checks are made payable to the City of Dunwoody

***Background Checks and Pouring Permits are only performed on Tuesdays & Thursdays between 9:00am – 11:00am or 1:00pm – 3:00pm.**

Special Event Temporary Alcohol Permit

Business Organization Details

Name of Business/Organization: _____

Physical Business/Organization Address: _____

Mailing Address: _____

Name of Contact Person/Producer: _____

Email: _____ Telephone Number: _____

Event Details

Name of Event: _____

Location of the Event (physical address): _____

Date of Event: From _____ To _____

Type of Event: Wine Tasting Beer Tasting Other

Duration of Event: Annual One Day Event

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

Projected Event Attendance: _____

Name & Address of Alcoholic Beverage Provider: _____

Will the event include temporary signs or banners? (yes/no)

**If yes, you must submit a Temporary Sign Permit Application (Contact Community Development)*

Note: Other Permits may be required based on the type of event. Please read the special instructions carefully. You may contact the Community Development Office at (678) 382-6800.

Property Details

Name of Owner: _____

Owner's 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 Temporary Alcohol Permit.

Special Event Temporary Alcohol Applicant's 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 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 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 Dunwoody 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: _____

Staff Use Only	
Permit #:	Administrative Fees: N/A
FA Processed By:	FA Permit Fees:
Approved/Denied By:	Expiration Date:
Approval Date:	Denied Date:

