

# NON-PROFIT SPECIAL EVENT TEMPORARY ALCOHOL APPLICATION



4800 Ashford Dunwoody RD | Dunwoody, GA 30338  
Phone: (678) 382-6800

## ~ 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): <input type="checkbox"/> Beer <input type="checkbox"/> Wine <input type="checkbox"/> Liquor
Quantity of Alcohol to be Served:

## ~ Event Location Owner Details

Type of Property (check all that apply): <input type="checkbox"/> Private <input type="checkbox"/> Public <input type="checkbox"/> 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 Nonprofit Special Event Temporary Alcohol 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 Nonprofit Special Event Temporary Alcohol 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 Nonprofit Special Event Temporary Alcohol 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)
- 501C Letter



**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 nonprofit special event temporary alcohol 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\_\_.

\_\_\_\_\_  
NOTARY PUBLIC/SEAL

My Commission Expires: \_\_\_\_\_

# SPECIAL EVENT FREQUENTLY ASKED QUESTIONS



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- ~ **What is a Nonprofit Special Event Temporary Alcohol License?**
  - A Nonprofit Special Event Temporary Alcohol License authorizes the nonprofit organization to host an event where a licensed retail consumption dealer can sell alcoholic beverages for consumption on the premise.
- ~ **Review Process – Who can help me navigate the process?**
  - [Businesstax@dunwoodyga.gov](mailto:Businesstax@dunwoodyga.gov) or [Permits@dunwoodyga.gov](mailto:Permits@dunwoodyga.gov)
  - Handle the intake and processing of all nonprofit special event temporary alcohol 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 Nonprofit Special Event Temporary Alcohol 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 of \$50 per application is waived for nonprofit organizations regardless of the type of alcohol (beer, wine, and/or liquor). The Nonprofit Special Event Temporary Alcohol 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 Nonprofit Special Event Temporary Alcohol License 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 Nonprofit Special Event Temporary Alcohol License for a Sunday.
- ~ **Types of Alcohol – Does the type of alcohol served under a Nonprofit Special Event Temporary Alcohol 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 Nonprofit Special Event Temporary Alcohol 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.