

# CATERING LICENSE CHECKLIST



MISSOURI DEPARTMENT OF PUBLIC SAFETY  
DIVISION OF ALCOHOL AND TOBACCO CONTROL  
CHECKLIST FOR TEMPORARY CATERER'S PERMIT

The Application for Temporary Caterer's Permit is required to be completed by typing or printing information legibly using black ink. Read the application carefully and provide full, complete and accurate answers.

If you have any questions, please do not hesitate to contact your Agent or District Office.

**Applicant is required to submit the following documents to their Agent for review:**

- 1. An Application for Temporary Caterer's Permit. This application **must be signed** by the owner, all partners or the managing officer for the corporation or the LLC.
- 2. Cashier's check or money order, payable to the Director of Revenue is required. The permit fee is \$10.00 per day. When an event extends past 12 midnight, the day past midnight counts as an additional day.

**NO CASH. PERSONAL OR BUSINESS CHECKS ARE ACCEPTED.**

**You must submit the exact amount of payment for the number of days of the event.**

**WE CAN NOT ACCEPT ANY OVERPAYMENT AND THEREFORE**

**IF THE AMOUNT IS NOT CORRECT YOUR APPLICATION WILL**

**BE RETURNED FOR COMPLIANCE AND THIS**

**WILL DELAY PROCESSING.**

- 3. City license or city letter of approval for the catering event with the catering event dates, or a letter from the city stating that it does not charge for a caterer's permit.
- 4. A letter from the owner of the property, giving the applicant/licensee approval for use of the property for the event.

**PLEASE ALLOW 10 TO 21 DAYS FOR PROCESSING**

MO 829-A0023 (Revised 6-11-2013)

**A \$15 Check payable to "Director of Revenue" AND a \$25 check to ABA for Overnight Shipping is required. If you are using a beer truck, you will need a Picnic License. Contact the Temple Office for information and fees.**

**A copy of the Application for Temporary Caterer's Permit can be found on page 62. Send the items requested in the Checklist, your Checks and a completed Application to the Temple Office for review and shipping. A CATERING PERMIT MUST BE SUBMITTED THROUGH THE TEMPLE OFFICE!**

