

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!

CATERER'S PERMIT APPLICATION



MISSOURI DEPARTMENT OF PUBLIC SAFETY
DIVISION OF ALCOHOL AND TOBACCO CONTROL

APPLICATION FOR TEMPORARY CATERER'S PERMIT

TYPE OR USE ONLY BLACK INK TO COMPLETE THIS APPLICATION

LEGAL NAME OF ENTITY		EMAIL ADDRESS	
DOING BUSINESS AS			
PHYSICAL LOCATION ADDRESS OF LOCATION OF ENTITY'S PRINCIPAL OFFICE (STREET ADDRESS)			
CITY, STATE, ZIP CODE			BUSINESS TELEPHONE NUMBER
MAILING ADDRESS (IF DIFFERENT FROM ABOVE)			

The undersigned (individual) (partnership) (corporation) (limited liability company) hereby makes application to the Supervisor of Alcohol and Tobacco Control of the State of Missouri for a temporary caterer's permit to furnish provisions and service for use at a particular function, occasion or event at a particular location other than the licensed premises during the period beginning _____ A.M. P.M.

(month, day, year) (starting time)

and the period ending _____ A.M. P.M.

(month, day, year) (ending time)

Said premises are _____ feet from the nearest school, church or other building regularly used as a place of religious worship.

I understand that all provisions of the Liquor Control Law, Rules and Regulations of the Supervisor, and ordinances of the incorporated city or the unincorporated area of the county shall extend to such premises and shall be in force and enforceable during the time the permittee or its agent, servants, employees or stock are on such premises. Applicant further agrees that inspections may be made at all times by the Supervisor of Alcohol and Tobacco Control and his agents in accordance with Regulation 70-2.140, Rules and Regulations of the Supervisor of Alcohol and Tobacco Control.

Please send application to: Alcohol and Tobacco Control
1738 East Elm Street, Lower Level
Jefferson City, MO 65101

SIGNATURE OF MANAGING OFFICER, OWNER OR PARTNER	DATE	SIGNATURE OF PARTNER	DATE
SIGNATURE OF PARTNER	DATE	SIGNATURE OF PARTNER	DATE

FOR OFFICE USE ONLY - DO NOT WRITE IN AREA BELOW

Based on the information contained herein, the undersigned forward this application for consideration by the Supervisor of Alcohol and Tobacco Control and hereby recommend that this application be approved and the license issued.

AGENT	DISTRICT SUPERVISOR
STATE SUPERVISOR	

MO 829-A0024 (Revised 10-01-2015)

A CATERING PERMIT APPLICATION MUST BE SUBMITTED THROUGH THE TEMPLE OFFICE FOR REVIEW AND SHIPPING!