



Carl Larkerbrink, City Collector
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Open Container Picnic Application

Fee: \$15.00

Date of Application:

Picnic Date:

Picnic Location:

Start & End Times: from: _____ to: _____

Applicant's Name: Phone#:

Applicant's Address:

Organization Name: Phone#:

Organization Address:

Caterer Business Name:

Caterer Business Address:

The undersigned certifies the above information to be true and correct according to the undersigned's best knowledge and belief.

Applicant's Signature & Date

CITY INFORMATION

License#: Amount Paid: \$

Date Sent: Date Paid:

Approval by City Council Required? Yes: _____ No: _____

Approval Obtained? Yes: _____ No: _____

Liquor Picnic License Guidelines

In order to have a Picnic Liquor License, with a maximum of three (3) days, the event must be sponsored by a not for profit organization with a copy of their tax exemption documentation as listed on the Application for Suspending Section 3-14, Open Containers.

The Application for Suspending Open Containers must be filled out and submitted at least seven (7) days prior to a City Council meeting.

No organization will be granted more than one application suspending section 3-14 in any calendar year. This decision will be made by City Council. It is in the organization's interest to be present at the council meeting to present information and justifications for the application.

In accordance with the application for suspending open containers a detailed drawing and description by address of the proposed location with an outline of where the liquor area will be and the security measures proposed to contain the event. The area must be clearly marked and roped off from the rest of the event.

If the event is being held in a public street a request for street closure must filled out and submitted to the Police Department for approval.

The applicant must apply for a Picnic License at the fee of \$15.00.

The caterer for the liquor portion of the event must be licensed within the City of Warrensburg to sell alcohol and must apply for a Catering License with the City as well as the State. The fee for the City Catering License is \$15.00.

All applications must be submitted and paid for before the letter of approval will be issued for the caterer to take to the State to apply for their Catering License.

Upon approval by the City Council for the suspension of open containers and verification by the State that a Catering License has been obtained all licenses will be issued.

All applications listed above may be obtained from the City Collector.