

Checklist & Questions – Events with Liquor

- ❖ Where is the event being held?
 - Private Property
 - Inside building or in outside area.
 - Public Place
 - Any public way, park, parking lot, cemetery, school yard or open space adjacent thereto; or any place open to access by the public including any business to which the general public has access, regardless of any age restriction which apply to that place, unless that location is licensed under the provisions of this Code.
 - If held in public place entity will need a suspension of open container.
- ❖ What is a suspending open container application and why would I need one?
 - Open container suspension is for events that the applicant wishes to provide alcohol in a public area. Must be sponsored by a not-for-profit entity. The procedure requires City Council approval and must meet requirements for the event.
 - Alcohol for the event may be provided by a caterer with an approved caterers license or a not-for-profit with an approved picnic license.
- ❖ Who will provide the alcohol?
 - Not-for Profit entity
 - Picnic Liquor
 - Licensed for retail alcohol sales Business
 - Caterers License
- ❖ How long does the application process take?
 - Picnic and Caterers license should allow up to 4 weeks for processing the local application. City approval is required before the State approval letter will be issued. State approval may take an additional 3 weeks for processing.
 - Suspension of Open Container applications must be made not less than seven (7) days in advance of the council meeting at which the council will consider the application.
- ❖ Do I need any additional licenses or permits for any events?
 - Tents or other structures may require building and or fire permits/inspections.
 - Drums, loudspeakers or other instrument or devices may require a Amplified Music permit issued by the Police Department.
 - Vendors for events sponsored by a not-for-profit are not required to obtain a business license if they are in the confined parameters of the event area.

❖ Who can apply for a Caterers or Picnic license?

- Caterers

- Caterers who hold licenses to sell intoxicating liquor by the drink at retail for consumption on the premises, or to persons operating a catering business who hold a license to sell intoxicating liquor by the drink at retail for consumption on their premises issued by another municipality or county government, who furnish provisions and service for use at a particular function, occasion or event at a particular location other than their primary business location, but not including a “festival” as defined in RSMo Chap. 316. The temporary permit shall be effective for period not to exceed twenty-four (24) consecutive hours, and shall authorize the service of alcoholic beverages at such function, occasion or event during the otherwise lawful hours for service of alcoholic beverages.

- Catering licenses may not be issued to any location that already holds a liquor license.

- Picnic

- Permit for the sale of malt liquor or light wine, for consumption on premises where sold, may be issued to any church, school, civic, service, fraternal, veteran, political or charitable club or organization for the sale of such malt liquor or light wine at a picnic, bazaar, fair or similar gathering. Such permit shall be issued only for the day named therein and it shall not authorize the sale of malt liquor for more than seven (7) days.

❖ Are there age restrictions related to events?

- Catering Events Age Restrictions. Notwithstanding any other provision of this chapter, no age restrictions for entrance shall be in effect for any catering event held pursuant to subsections (h) or (i) of this section.

- Picnic Liquor events are not age restricted for entry to the designated area with the exception of events that are proposed to have a specific area with 21 and over restriction for entry.

❖ Are there any security/compliance restrictions related to events?

- 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.

- Wristbands with adequate number of security personnel to assure alcohol compliance for minors, open container, no carry-in liquor, entry and exit including possession. Picnic Liquor events are not age restricted for entry to the designated area with the exception of events that are proposed to have a specific area with 21 and over restriction for entry.