

City of Milledgeville

Special Event Application for on-site Alcohol Consumption – Private Property

The application process begins when you submit to the City of Milledgeville Licensing Department a completed Special Event Application and an application fee. Please keep in mind that acceptance of your application should no way be construed as final approval or confirmation of your request. Throughout the review process you will be notified if your event requires any additional information. During our initial application screening process you will be allowed time to provide us with all pending documents (e.g. certificate of insurance, security plans, etc.). We must receive these items before final approval is given to proceed. Delays in providing these items will delay our ability to finish the review process and approve your application in a timely manner.

As an event activity, you must be certain that all event related activities comply with State and local laws and ordinances to include: banners, flags, signs, parking, noise, etc.

All signatures must be on this application to authorize the initiation of the Special Event application process. The Primary contact must be on-site during the event. **Please print.**

Primary Contact: _____ Phone: _____

Organization: _____ Email: _____

Event Address: _____

Request: Beer Wine Distilled Spirits

YES NO Do you have a current alcohol license issued by the City of Milledgeville?
If Yes, license #: _____

YES NO Is the Host Organization a bona fide tax exempt, nonprofit entity? If yes, you must attach to this application a copy of your IRS 501(C3) tax exemption letter providing proof and certifying your current tax exempt, nonprofit status.

YES NO Will the Alcohol be sold?

YES NO Does your event include food concession, catering, and/or preparation area?

YES NO Will sound amplification be used?

YES NO Are there any musical entertainment features related to your event?

YES NO Are you planning to have any type of amusement rides?

YES NO Will your event include tents or other temporary structures, propane use, or open flames?

YES NO Does the location have sufficient on-site parking to host the event?

Days & Times of the Event

Set-up Date: _____ Set-up Time (to/from): _____

Event Day Date: _____ Event Times (to/from): _____

Name of Wholesaler to be Used: _____

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For Official Use

Applicant's Name: _____

- Background Check
- Age Verification Plan
- Storage Plan (alcohol)

Date Scheduled for Council: _____

Police Chief's Signature

Date

Approved Not Approved

- Review of site

Fire Chief's Signature

Date

Approved Not Approved

- Review of parking

Chief Marshal's Signature

Date

Approved Not Approved

P&Z Administrator's Signature

Date

Approved Not Approved

- Property owner's permission
- Review of Current licenses
- Proof of Insurance for location of the Special Event

Fees Paid

Licensing Manager's Signature

Date

Approved Not Approved

Comments: _____

City Manager's Signature

Date

Approved Not Approved