

CITY OF TOWN AND COUNTRY
ITEMS REQUIRED TO MAKE APPLICATION FOR A TEMPORARY LIQUOR LICENSE
CATERER'S LICENSE

Why a Temporary Liquor License is required, even if you have a liquor license:

If you are serving alcohol you need a Temporary Liquor License from the City and from the State, even if you have a State, City or County liquor license. This is because your regular annual liquor license is for your home location. If you want to serve somewhere other than the location on your license you need a Temporary license for that specific location.

What you need:

1. City of Town & Country Application for Temporary Liquor License/Permit Catering License
2. Copy of current State Liquor Licenses and any Municipal and/or County Liquor Licenses held in the State
3. Copy of State Temporary Caterer's Permit or a copy of the Application
4. Letter of Authorization from the property owner, **if non-City property**
5. Copies of all documentation required for State permit for the event
6. Applicable application fee(s) (\$15 for each city caterer license)

Process:

1. Complete the temporary liquor license applications for the City and for the State.
2. Submit the City application and a copy of the State application to the City with the \$15.00 fee and required documentation.
3. If the event is being held on City property we will issue the City approval letter required by the State application.
4. Submit the State application to the State with the City's letter.
5. Once you receive your State temporary license, submit a copy of the license to us and we will issue the City of Town and Country temporary license.
6. If the event is on non-city owned property you can submit the State application first and once you have the State temporary license you can submit the City application with the required fee and documentation.



**APPLICATION FOR LIQUOR LICENSE/PERMIT
CITY OF TOWN AND COUNTRY**

NAME OF LICENSED ESTABLISHMENT: _____

ADDRESS: _____

MANAGING OFFICER: _____

LOCATION WHERE LIQUOR IS TO BE SOLD: _____

DATE(S) OF EVENT: _____

DESCRIPTION OF EVENT: _____

I, _____, the managing officer, do hereby apply for a liquor license/permit from the City of Town and Country. The license/permit being applied for is a license for the sale of all intoxicating liquor by the drink, at retail, at a picnic, bazaar, fair or similar gathering for consumption on the premises where sold. I certify that I have attached hereto a copy of my application to the Missouri Division of Liquor Control for a liquor license/permit and including all oaths that may be required by the State of Missouri. I further certify that I have complied with all requirements contained in Chapter 3 of the Municipal Code of the City of Town and Country.

CHECK ONE

X **Temporary caterer's permit-\$15.00 for** _____

I, _____, of lawful age, being first duly sworn upon my oath, depose and state that the copy of the Application to the Missouri Division of Liquor Control together with all attachments thereto submitted by me is a true and correct copy of the Application to be filed or filed with the Missouri Division of Liquor Control and that I fully understand the same and that I know the contents thereof and the answers and statements contained therein and the same are true. I further depose and state that the statements made by me in this application are true.

Date _____ Signature _____

Print Name/Title _____

Subscribed and sworn to before me this ____ day of _____

Notary Public