



## CITY OF GLADSTONE, MISSOURI CHECKLIST FOR TEMPORARY CATERING LICENSE

**If you have any questions, please do not hesitate to contact our office.**

This license application must be completed by the party or entity holding an existing license and not by the party or entity hiring or engaging the already licensed applicant. This permit may be issued only to Caterer's holding a current State of Missouri and also a City of Gladstone or other municipality liquor license to sell intoxicating liquor by the drink at retail, and this license may be for a period not to exceed one hundred sixty eight (168) consecutive hours (Seven days). This license is valid for dates listed and for on-premises consumption at the listed address only.

### **APPLICANT IS REQUIRED TO SUBMIT THE FOLLOWING DOCUMENTS FOR REVIEW:**

- ( ) An Application for Temporary Caterer's License. This application **must be signed** (and notarized) by the managing officer, the owner, and/or all partners or for the corporation or the LLC.

*The License fee is \$10.00 per day. When an event extends past 12 midnight, the day past midnight counts as an additional day. Fees are due at the time of application.*

- ( ) Cashier's check, personal check, money order, cash, or credit card, payable to the City of Gladstone, is required. *Payment is due at the time of application.*

You must submit the exact amount of payment of the number of days of the event.

We cannot accept any overpayment and therefore if the amount is not correct your application will be returned for compliance and this will delay processing.

**NOTE:** All servers at each catered event must possess a current *Server's Permit issued by the City of Gladstone*.

- ( ) Copy of current liquor license from the State of Missouri.
- ( ) Copy of current liquor license from a local Municipality.
- ( ) Copy of a written letter from the property owners allowing the sale and consumption of alcoholic beverages and a contract between the caterer and the event sponsor.

**PLEASE ALLOW 10 TO 21 DAYS FOR PROCESSING**

7010 North Holmes Gladstone, MO 64118 816-436-2200 [www.gladstone.mo.us](http://www.gladstone.mo.us)



## CITY OF GLADSTONE, MISSOURI APPLICATION FOR TEMPORARY CATERER'S LICENSE

*This license application must be completed by the party or entity holding an existing license and not by the party or entity hiring or engaging the already licensed applicant.*

**LEGAL NAME OF ENTITY (LICENSEE)**

**EMAIL ADDRESS**

**DOING BUSINESS AS**

**PHYSICAL LOCATION ADDRESS OR LOCATION OF ENTITY'S PRINCIPAL OFFICE**

Street Address

City

State

Zip

**LIQUOR MANAGING OFFICER NAME, EMAIL**

**BUSINESS TELEPHONE NUMBER**

**MAILING ADDRESS (IF DIFFERENT FROM ABOVE)**

**CELL PHONE NUMBER**

Street Address

City

State

Zip

**TYPE OF EVENT TO BE CATERED:** \_\_\_\_\_

**PERSON(S) WHO WILL BE IN CONTROL & MANAGEMENT OF EVENT:** \_\_\_\_\_

The undersigned (individual) (partnership) (corporation) (limited liability company) hereby makes application to the Liquor Authority of the City of Gladstone, Missouri, for a temporary caterer's license 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:

\_\_\_\_\_  
(month, day, year)

\_\_\_\_\_  
(starting time)

( ) AM

( ) PM

And the period ending:

Amount Paid: \$\_\_\_\_\_

\_\_\_\_\_  
(month, day, year)

\_\_\_\_\_  
(ending time)

( ) AM

( ) PM

Address of Event: \_\_\_\_\_ Phone: \_\_\_\_\_

Business Name: \_\_\_\_\_ Property Owner: \_\_\_\_\_

THE LICENSE FEE IS \$10.00 PER DAY, WHEN AN EVENT EXTENDS PAST 12 MIDNIGHT, THE DAY PAST MIDNIGHT COUNTS AS AN ADDITIONAL DAY, FEES ARE DUE AT THE TIME OF APPLICATION.

**This license may be issued only to Caterers holding a current State of Missouri and also a City of Gladstone or other municipality liquor license to sell intoxicating liquor by the drink at retail, and this license may be for a period not to exceed one hundred sixty eight (168) consecutive hours. This license is valid for the above dates and for on-premises consumption at the above address only.**

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

I, \_\_\_\_\_, do swear that the information given in this application is true and correct to the best of my knowledge and belief. I understand that all provisions of the State of Missouri Liquor Control and Ordinances of the City of Gladstone shall extend to such premises and shall be in force and enforceable during the time the licensee or its agent, servant, employees or stock are on such premises.

\_\_\_\_\_  
**SIGNATURE OF MANAGING OFFICER**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**SIGNATURE OF PARTNER**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**SIGNATURE OF PARTNER**

\_\_\_\_\_  
**DATE**

**NOTARY INFORMATION-MANAGING OFFICER**

STATE OF MISSOURI )

COUNTY OF CLAY )

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Notary Public printed name

My Commission Expires: \_\_\_\_\_

(Seal)

**NOTE:** All servers at each catered event must possess a current *Server's Permit issued by the City of Gladstone*.

**FOR OFFICE USE ONLY-DO NOT WRITE IN AREA BELOW**

Based on the information contained herein, the Liquor Authority for the City of Gladstone, Missouri, hereby recommends that this application be approved and the license be issued.

\_\_\_\_\_  
**LIQUOR CONTROL OFFICER**

\_\_\_\_\_  
**DATE APPROVED**

7010 North Holmes Gladstone, MO 64118 816-436-2200 [www.gladstone.mo.us](http://www.gladstone.mo.us)

**PLEASE POST THIS SIGNED TEMPORARY CATERER'S LICENSE ALONG WITH A COPY OF THE STATE AND CITY LIQUOR LICENSE AT THE EVENT.**