



The Off-Premise Catering Application is presented to the City for approval and payment. This application process is not affected by the new State Alcohol Licensing Process. This Off-Premise Alcohol License is issued to establishments with an existing consumption on-premise alcohol license and reporting issuance of the approved license to the state is the license holder's responsibility.

The application must be presented at City Hall at least ten days in advance of the event. The application must be completed in its entirety. If the applicant needs specific forms notarized, signatures must be completed with the notary.



## Information for Application for Off-Premises Alcoholic Beverage Catering Permit and Excise Tax

### (a) Permit requirements for Resident Alcohol caterers:

- (1) Any Licensee (hereinafter "Resident alcohol caterer") who possesses a valid license from the City of Dahlonega to sell or otherwise dispense Malt Beverages, Wine or Distilled Spirits by the drink at a fixed location within the City may apply for an off- Premises permit that permits Alcohol sales at authorized catered events or functions. The fee for each such permit shall be \$50.00 as authorized by O.C.G.A. § 3-11-3
- (2) Each Off-Premises Alcoholic Beverage catering permit, authorized herein, shall be valid only for the event for which the permit is issued. The fee for permits and administrative fees due upon application for a permit shall be set by resolution of the city council, and this fee amount shall remain in effect until modified or amended by subsequent resolution adopted by the city council.
- (3) It shall be unlawful for any Person to engage in, carry on, or conduct the sale or distribution of Alcoholic Beverages Off-Premises and in connection with a catered event or function without first having obtained a permit as provided herein.

### (b) Permit requirements for nonresident caterers:

- (1) A nonresident Alcoholic Beverage caterer (hereinafter "nonresident Alcohol caterer" or "Alcoholic Beverage caterer") shall submit an application for an off- Premises Alcoholic Beverage catering permit to the City. The fee for each such permit shall be \$50.00 as authorized by O.C.G.A. § 3-11-3 Nonresident caterer shall mean any Alcoholic Beverage caterer who holds a valid license which was issued by a locality other than the City of Dahlonega to sell or distribute Distilled Spirits, Malt Beverages or Wine by the drink.
- (2) An application for a Permit shall include the name of the nonresident caterer, a copy of the caterer's Alcoholic Beverage license, the date, address, time, and name of the event and the quantity and type of the Alcoholic Beverages to be transported from the nonresident caterer's primary location to the location of the authorized catered event or function.
- (3) The original Permit shall be kept in the vehicle transporting the Alcoholic Beverages to the catered event or function.
- (4) It shall be unlawful for a Licensed Alcoholic Beverage Caterer to distribute, sell, or otherwise dispense Alcoholic Beverages in the City of Dahlonega except as specifically authorized by the Permit.

### (c) Excise taxes.

- (1) Excise taxes are imposed upon the sale of Alcoholic Beverages by Resident caterers as provided in Article XII.
- (2) Excise taxes are imposed upon the total of individual Alcoholic Beverage drinks served by a nonresident caterer in the amounts set forth in Article XII and shall be paid within 30 days after the conclusion of the catered event or function.

Your initials here indicate that you are aware of the requirements of Ordinance 2016-12 regarding payment of Excise Tax and that you will remit payment of the Tax within 30 days of the conclusion of the event for which the permit is issued.

**If you have questions, please do not hesitate to contact City Hall at (706) 864-6133.**

City of Dahlonega  
465 Riley Road  
Dahlonega, GA 30533  
(706) 864-6133  
[www.dahlonega.gov](http://www.dahlonega.gov)



## Permit Checklist

### Application Requirements:

- Off-Premises Alcoholic Beverage Catering Permit Application Information and Excise Tax acknowledgment.
- Applicant's Certification Affidavit (Notarized)
- SAVE Affidavit (Notarized)
- Application and Alcoholic Beverage Provider Information
- Copy of Alcoholic Beverage Provider's Alcohol License
- Copy of valid Occupational Tax Certificate
- Payment in full



## Application for Off-Premises Alcoholic Beverage Catering Permit

### **Business Organization Details:**

Name of Business/Organization (Alcohol Provider): \_\_\_\_\_

Physical Business/Organization Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Name of Licensee: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Signature of Licensee: \_\_\_\_\_

### **Event Details:**

Name of Event: \_\_\_\_\_

Location of the Event (Physical Address): \_\_\_\_\_

Date of Event: From: \_\_\_\_\_ to: \_\_\_\_\_

Duration of Event # of Days (cannot exceed 3 consecutive days): \_\_\_\_\_ days

Event Hours: From: \_\_\_\_\_ a.m. /p.m. To: \_\_\_\_\_ a.m. /p.m.

Types & Quantity of Alcoholic Beverages to be served: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

City of Dahlonega  
465 Riley Road  
Dahlonega, GA 30533  
(706) 864-6133  
www.dahlonega.gov



**Application for Off-Premises Alcoholic Beverage Catering Permit  
(Page 2)**

**Property Details:**

Name of Owner: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Owner's Email: \_\_\_\_\_

Owner's Telephone: \_\_\_\_\_

**Permit and Administrative Fees Due upon Application:** **TOTALS**

Administrative Fee – Beer/Wine only **OR** Liquor only \$50.00 \$ \_\_\_\_\_

Administrative Fee – Beer/Wine **AND** Liquor \$75.00 \$ \_\_\_\_\_

**Additional Fees for Non-Resident Caterers Due upon Application:**

Off-Premises Permit Fee \$50.00 \$ \_\_\_\_\_

Background Check \$40.00 X # Persons \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL FEES DUE:** \$ \_\_\_\_\_\*

The total fees due shall be paid at the time of application for a Permit. In the event the application is **DENIED**, the applicant shall receive a refund of only the per day Permit fee paid at the time of application. **All other fees are non-refundable.**

City of Dahlonega  
465 Riley Road  
Dahlonega, GA 30533  
(706) 864-6133  
www.dahlonega.gov



## Application for Off-Premises Alcoholic Beverage Catering Permit Certification and Affidavit

Name of Event: \_\_\_\_\_

Brief Description of Event: \_\_\_\_\_

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

I hereby agree that as a condition to the issuance of an Off-Premises Alcoholic Beverage Catering Permit, the business owner/sponsor of the Event shall indemnify and hold the City harmless from claims, demand or cause of action which may arise from activities associated with the event.

I hereby solemnly swear, subject to criminal penalties for false swearing, that the statements and answers made by me to the foregoing questions in this application for an Off-Premises Alcoholic Beverage Catering Permit are true, and no false or fraudulent statement or answer is made herein to procure the granting of such permit.

I hereby state and understand that should a complaint be filed against the owner/sponsor of the Event for violation of any regulation associated with the application for the City of Dahlonega Off-Premises Alcoholic Beverage Catering Permit, the permit issued for the event will immediately become void and will not reissue for the same location.

Licensee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Sworn and Attested before me on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Signature/Seal

Staff Use Only	
Permit#:	Administrative Fees:
Processed By: _____	Permit Fees:
Approved/Denied	Expiration Date:
Approval Date:	Denied Date:

City of Dahlonega  
 465 Riley Road  
 Dahlonega, GA 30533  
 (706) 864-6133  
[www.dahlonega.gov](http://www.dahlonega.gov)



**O.C.G.A. § 50-36-1(e)(2)**  
**Affidavit Verifying Status for City Public Benefit**

**\*\*This form is required for ALL LICENSES/PERMITS by State Law\*\***

By executing this affidavit under oath, as an applicant for an Off-Premises Alcoholic Beverage Catering Permit, as referenced in O.C.G.A. § 50-36-1, from the City of Dahlonega, Georgia, the undersigned applicant verifies one of the following with respect to my application for a public benefit:

- 1) \_\_\_\_\_ I am a United States citizen  
(Must include copy of either current State Driver's License, Passport, or Military ID)
- 2) \_\_\_\_\_ I am a legal permanent resident of the United States\*\*  
(Must include a copy of your current State Driver's License and either a copy of your Permanent Resident Card or Employment Authorization Card)
- 3) \_\_\_\_\_ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.\*\*  
(Must include a copy of your current State Driver's License and either a copy of your Permanent Resident Card or Employment Authorization Card)

\*\*My alien number issued by the Department of Homeland Security or other federal immigration agency is: \_\_\_\_\_

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1(e) (1), with this affidavit.

The secure and verifiable document provided with this affidavit can best be classified as:

\_\_\_\_\_

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. 16-10-20 and face criminal penalties as allowed by such criminal statute.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Applicant

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_.

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

City of Dahlonega  
465 Riley Road  
Dahlonega, GA 30533  
(706) 864-6133  
www.dahlonega.gov