



24 HOUR MALT BEVERAGE/CATERING PERMIT
APPLICATION PROCESS

**APPLICATIONS AND SUPPORTING DOCUMENTS MUST BE TURNED IN TO THE
CITY CLERK'S OFFICE AT LEAST 30 DAYS IN ADVANCE OF THE EVENT**

1. Complete the 24 Hour Malt Beverage/Catering Permit Application and return to the City Clerk's office with the appropriate fee and a letter from the security company stating they are providing security for your event.

If your event is going to be held in a city facility, a Certificate of Liquor Liability Insurance in the amount of \$1,000,000 naming the city as an additional insured, is also required at the time of application.

2. Upon receipt of the above, the documents will be sent to the Chief of Police for his review. If approved, the application will be placed on the appropriate Council agenda for approval/denial by the Mayor and Council.
3. If the application is approved by the governing body, the permit will be issued and will be available for pickup (or mailing) within two business days.