City of Kansas City, Mo.
Neighborhoods and Housing Services Department
Regulated Industries Division
635 Woodland Ave., Suite 2101
Kansas City, MO 64106
(816) 513-4561

Catering notification application form

Name of the event (i.e., Jones wedding reception) _____

DBA name _____ Applicant's name _____
Managing officer, sole owner, partner or corporate officer ONLY

Applicant's fax number _____ Applicant's e-mail address _____

Names and phone numbers of two people (must be local) who will be in active control and managing this event
_____ / _____

Complete the following based on where the event will be held

Business/Building name _____ Phone _____

Address _____
Street City State ZIP

Property owner _____ Owner's day phone _____

Will this event be held within 100 feet of a church or school? [ ] yes [ ] no

This event will be a [ ] public event [ ] private event (invitation only) Number of attendees expected each day _____

Type of event or function to be catered [ ] concert [ ] reception [ ] other _____

Type of alcohol to be served [ ] full drink (health permit may be needed) [ ] malt liquor and light wine (14 percent alcohol or less)

List all that will be provided [ ] band (noise permit) [ ] DJ (noise permit) [ ] dance area (dance permit) [ ] food (health permit)

[ ] tent (fire permit) [ ] street closing (street closure permit) [ ] Public park (Parks & Recreation authorization)

Will food be prepared and cooked on a portion of the premise that is not permitted by the health department? [ ] yes [ ] no **If yes, please see #16 on page two (2) of this application to assure all requirements have been met.**

Date(s) of event _____ Time(s) of event _____

Location of event [ ] indoors [ ] outdoors [ ] commercial building [ ] public park [ ] other _____

If event will be held outdoors, list the type of barricade that will be used to enclose the event [ ] plastic snow fence [ ] chain link

[ ] wood barricade [ ] steel bike racks [ ] other _____

Security requirements (see #14 on page 2) Security will be: [ ] armed [ ] unarmed Number of security officers onsite _____

Security company _____ Phone _____

If the event will be held outdoors, list the number of porta-potties that will be onsite during the event _____

All of the following documents (where applicable) must be submitted in order to process your application

[ ] A copy of the contract between caterer and event sponsor
[ ] Letter from the property owner approving the event and allowing the sale and consumption of alcoholic beverages on the premises
[ ] Detailed diagram of the premises (see #13 on page two for more information)
[ ] Clearance from Fire Department for the premises where the event will be held (see #15 on page two for more information)
[ ] A copy of the health permit or temporary permit for the event site (see #16 on page two for more detailed information)
[ ] A copy of the noise permit – outdoor events only (see #17 on page two for more information)
[ ] A copy of the street closure permit (see #19 on page two for more information)
[ ] A copy of the certificate of occupancy – ONLY if requested by Regulated Industries (see #21 on page three for more information)
[ ] A copy of the occupant load certificate – ONLY if requested by Regulated Industries (see #22 on page three for more information)
[ ] Public Park access – A copy of the approval letter from Parks and Recreation (see #24 on page three for more information)
[ ] Do all medical staff working this event have current clinical privileges? (see #25 on page three for more information)

I agree to permit entry to any officer or investigator who may have legal authority for the purpose of inspection or search. I further agree to comply with the ordinances of the City of Kansas City, Mo., and the laws of the State of Missouri.

I, _____, do swear that the information given in this application is true and correct to the best of my knowledge and belief.

_____ _____
Signature of managing officer Date

---------- **FOR OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE** ----------

This application is hereby [ ] approved [ ] disapproved _____ Date _____

Requirements & policies governing catered events

1. **State License** – You must make application for and receive a catering (liquor license) from the State of Missouri Division of Alcohol & Tobacco Control prior to the issuance of the catering permit from Regulated Industries Division. **Division of Alcohol & Tobacco Control: 816-889-2574**
2. No catering permit will be issued for any premise that has applied for a permanent liquor license and has failed to obtain that license with the exception of a private event such as a wedding or non-profit event. **Sec 10-105(b)(5)**
3. No catering permit will be issued for any non-licensed premise when the director of the Neighborhoods and Housing Services Department determines that the intent is to operate as a venue holding a permanent liquor license. **Sec 10-105(b)(6)**
4. During the sale or transfer of an existing license, a maximum of four catering permits may be issued. **Sec 10-105(a)(7)**
5. An application for a catering permit may be denied by the department director. **Sec 10-105(b)(11)**
6. A catering permit shall only authorize the sale of the same type of alcohol during the same hours as specified on the Licensee's current liquor license. **Sec 10-105(b)(3)**
7. Applications must be filed with the Regulated Industries Division no less than five days prior to the scheduled event. An approval letter along with the City permit will then be issued. The approval letter must accompany the required application filed with the State of Missouri. The State will issue a receipt or license for the event. Failure to provide this information will prevent the establishment from obtaining future catering permits. It is mandatory that both City and State licenses are available for display upon the request of any law enforcement officer and/or Investigator designated by the department director for any catered event. **Sec 10-105(a)(2)**
8. No catering permit will be issued for any non-licensed premise that has made application for a liquor license and is currently in the consent process. **Sec 10-105(b)(7)**
9. Catering permits shall be effective for a period not to exceed 120 consecutive hours. **Sec 10-105(c)(1)**
10. Any violation of the provisions set forth in Chapter 10 of the ordinances of the City of Kansas City, Mo., by a person holding a catering permit, or his employee, agent or servant, while operating under a catering permit which occurs on the premises being catered, shall cause the permit holder and his employee, agent or servant to be subject to administrative action by the director and as though the violation had occurred on the permit holder's licensed premises. **Sec 10-105(e)**
11. If the application is denied, an application to protest the denial may be submitted to the Regulated Industries Division as referred to in Chapter 10 of the ordinances. **Sec 10-105(f)**
12. **Barriers** – A description must be included that describes the type(s) of barrier(s) that will be used to close the street that will prevent alcoholic beverages from leaving the controlled area. **Sec 10-105(a)(5)**
13. **Diagram** – Provide a diagram of the proposed site and include all points of service where the distribution/sale of alcohol will take place. If the event is to be held outside, the diagram must show how the alcohol will be contained. The diagram must show all of the outdoor seating (if any), the location of porta-potties, the location of the traffic barriers, where security will be located, and a measurement of the entire outside perimeter of the event. **Sec 10-105(a)(5)**
14. **Security** – An indication of what security measures will be taken for crowd control must be submitted. Include the number of employees and the number of security officers that will be used to supervise the event. For every 100 people projected to be at the event, two security officers or police officers may be required during the event. **Sec 10-105(a)(3)(e)**
15. **Fire Permit/Place of Assembly Permit** – A copy of the Fire Permit (indoor event) or Place of Assembly Permit (outdoor event if a tent is used) from the City of Kansas City, Mo., Fire Marshal's Office, 635 Woodland Ave, (816) 784-9100. **Sec 10-105(a)(3)(c)**
16. **Health Permit** – A copy of the health permit, catering permit or temporary event permit for the premise where the event will take place. Health Department, 2400 Troost Ave., (816) 513-6247. **Sec 10-105(a)(3)(c).** A health permit is required under the following circumstances:
    a. If the premise has a health permit and food will be cooked in the kitchen but will be brought outside to be served to guests by setting up equipment (coolers, chafing dishes, hotboxes) to hot/cold hold and dispense, portion, or serve food *outside* the permitted facility.
    b. If the premise has a health permit but the food is cooked and served outside, a temporary event permit is required to cook and/or prepare the food outside of the permitted facility.
    c. If an existing restaurant-bar is catering alcohol onto an unlicensed premise where mixed drinks or wine will be served, a catering permit or temporary event permit is required depending on the type of event.
    d. If an existing restaurant-bar is catering *alcohol & food* onto an unlicensed premise, their existing health permit will not cover the event as they will need to apply for either a catering permit or temporary event permit depending on the type of event.
17. **Noise Permit** – Outdoor Events – If a band, DJ or other amplified sound will be taking place on the premise, a noise permit will be required from the City of Kansas City, Mo., Health Department located at 2400 Troost Ave., (816) 513-6247. **Sec 10-105(a)(3)(c)**
18. **Dance Hall Permit** – If there will be dancing at the event, a Dance Hall Permit must be obtained from the Regulated Industries Division ($15 per day). **Sec 10-105(a)(6)**
19. **Street Closure –** If a public street will be blocked off for the event, a permit for a street closure must be obtained from the City of Kansas City, Mo., Public Works Department. **Sec 10-105(a)(3)(i)**
20. **Employee Liquor Permits** – Anyone who will be acting in the capacity of a bar manager, bartender, waiter, waitress, cashier, sales clerk, stock person or doorman, or other person responsible for checking identification cards to determine age must have in their possession at all times a liquor permit at all times. **Sec 10-105(b)(2)**

21. **Certificate of Occupancy** – A copy of the certificate of occupancy for the premises hosting the may be needed. City Planning and Development Department in City Hall, 414 E. 12th St., (816) 513-1500, Option 4. **Sec. 10-241(c)(1)&(d)**
22. **Occupant load certificate** - A copy of the occupant load certificate which states the interior occupant capacity of the premise may be needed. City Planning and Development Department in City Hall, 414 E. 12th St., (816) 513-1500, Option 4. **Sec. 10-241(c)(1)&(d)**
23. Alcohol must be served in plastic containers. Glass is NOT permitted. **Sec 10-105(b)(4)**
24. If the event is to be held in a public park, you will need to receive authorization from the Board of Parks and Recreation Commissioners – 4600 E 63rd Street, (816) 513-7500
25. As required by **section 34-369** of the Code of Ordinances of the City of Kansas City, Missouri, all medical staff is required to have current clinical privileges from the office of the EMS Medical Director . For more information, please call (816) 513-6263 or visit them at 2440 Troost, suite 4200 in Kansas City, MO 64108.
26. If the application is denied, you may appeal the denial. For more information please **section 10-36** in the code of ordinances.

Subsection 10-105. (a) General Requirements for temporary and annual catering permits

Qualifications

1. Only a liquor-by-the-drink licensee is eligible to receive a catering permit and they must be in good standing with the city which is defined by not having liquor code violations throughout a two-year period from the date of application.

Subsection 10-105. (b) Temporary catering permits

Qualifications

1. **Property Owner's Approval** - There must be a letter from the property owner stating his approval which must include where the event is to be held and the starting and ending times for the event(s).
2. **Contract** - There must be a contract between the caterer and the organization sponsoring the event.
3. **Diagram of the Premises** - There must be a diagram of the premises which must also include a diagram of the areas where the alcohol will be sold and consumed. If the event is to be held outside, the diagram should show how the alcohol will be contained (a description of the barriers used to close the street) in the approved area and where security will be posted. If there will be any outdoors seating, show where it will be located on the diagram and include a measurement of the entire outside perimeter of the event.
4. **Temporary Catering Permit Fee** – A check made payable to the City Treasurer in the amount of $15 per day of the event.

Subsection 10-105. (c) Annual catering permit – permits a restaurant/bar licensee to hold an unlimited number of catering events.

Specific Qualifications

1. The caterer shall report the location of each function five business days in advance of the scheduled event. Reports shall include:
   - Permission from the property owner
   - Permission from the State Missouri
   - A diagram of the premises
   - The date or dates and times of the event(s) held
   - The contract between the caterer and the organizations sponsoring the event.
2. The caterer must have been in business for two or more continuous years from the date of application. The caterer must be in "Good Standing" with the City of Kansas City, Mo., and have no liquor code violations within the last two years from the date of application.