



# Catering Permit Notification Form

Neighborhood and Community Services Department  
Regulated Industries Division  
635 Woodland, Suite 2101  
Kansas City, Missouri 64106-1551  
Phone (816) 784-9000  
Fax (816) 784-9030

\_\_\_\_\_  
(Name of the Event, i.e. Jones Wedding Reception)

Applicant's Name: \_\_\_\_\_ Telephone No.: \_\_\_\_\_  
Only Managing Officer / Sole Owner / or both Partners of licensed establishment may apply

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

List the names and telephone numbers of all people (must be local) who will be in active control and management of this event:

\_\_\_\_\_  
\_\_\_\_\_

1. Complete the following based on where the event will be held:

Location or Business Name: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Property Owner Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

2. Type of event or function to be catered:  Concert  Reception  Other \_\_\_\_\_

3. Person or group sponsoring event: \_\_\_\_\_

4. Number of attendees expected on each day (including workers): \_\_\_\_\_

5. Type of alcohol to be served:  Full Drink  Malt Liquor and Light Wine Only

6. List all that will be provided:  Band  D.J.  Dance Area  Food  Tent  Street Closing

7. Date(s) of event: \_\_\_\_\_ Time(s) of event: \_\_\_\_\_

**NOTE: The sale & dispensation of alcohol MUST CEASE 30 minutes prior to the expiration time of this permit.**

8. Barricade:  Plastic Snow Fence  Chain link  Wood Barricade  Steel Bike Racks  Other \_\_\_\_\_

9. Location of event:  Licensed Premises  Unlicensed Premises  Private Residence  Other \_\_\_\_\_

10. Event is to be held:  Indoors  Outdoors  Both Indoors and Outdoors

11. Security Company being used: \_\_\_\_\_ Phone: \_\_\_\_\_

Security will be:  Armed  Unarmed Number of Security Officers who will be on site during the event: \_\_\_\_\_

12. Number of Porta Potty's to be on site during the event: \_\_\_\_\_

13. I have included a copy of the following documents:

- | <u>Yes</u>               | <u>No</u>                | <u>NA</u>                |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Contract between caterer and event sponsor.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Approval Letter from property owner allowing the sale and consumption of alcoholic beverages.                              |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Diagram of premises (see #12 on 2 <sup>nd</sup> page for additional information).  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Health / Noise Permits (see #15 & #16 on 2 <sup>nd</sup> page for additional information).                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Clearance from Fire Department for the location of the event (see #14 on 2 <sup>nd</sup> page for additional information). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Street Closure Permit (see #18 on 2 <sup>nd</sup> page for additional information).  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Does all staff who will work the event have a liquor permit (see #19 on 2 <sup>nd</sup> page for additional 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 ordinances of the City of Kansas City, Missouri, 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 SPACE** -----

This application is hereby:  Approved  Disapproved \_\_\_\_\_ Date: \_\_\_\_\_

### **Additional Policies for Events:**

1. No catering permit will be issued for any premise which 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)**
2. No catering permit will be issued for any non-licensed premise when the Director determines that the intent is to operate as a venue holding a permanent liquor license. **Sec 10-105(b)(6)**
3. During the sale or transfer of an existing license, a maximum of four (4) catering permits may be issued. **Sec 10-105(a)(7)**
4. An application for a catering permit may be denied at the sole discretion of the Director. **Sec 10-105(b)(11)**
5. A catering permit shall only authorize the sale of the same type of alcohol during the same hours as the caterer's restaurant/bar liquor license specifies. **Sec 10-105(b)(3)**
6. Applications must be filed with Regulated Industries no less than five (5) days prior to the scheduled event. An approval letter along with the city permit will then be issued. Applications must also be filed with the State of Missouri Alcohol & Tobacco Control no less than five (5) days prior to the scheduled event. 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 & State licenses are available for display upon the request of any law enforcement officer and/or Investigator designated by the Director for any catered event. **Sec 10-105(a)(2)**
7. 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)**
8. Catering permits shall be effective for a period not to exceed 120 consecutive hours. **Sec 10-105(c)(1)**
9. Any violation of the provisions set forth in Chapter 10 of the ordinances of the city of Kansas City, Missouri 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 permittee and his employee, agent, or servant to be subject to administrative action by the director and as though the violation had occurred on the permittee's licensed premises. **Sec 10-105(e)**
10. If the application is denied, an application to protest the denial may be submitted to Regulated Industries as referred to in Chapter 10 of the ordinances. **Sec 10-105(f)**
11. **Barriers** – A description must be included which describes the type/s of barrier/s that will be used to close the street which will prevent alcoholic beverages from leaving the controlled area. **Sec 10-105(a)(5)**
12. **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-potty's, 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)**
13. **Security** – An indication of what security measures will be taken for crowd control must be submitted. Include the number of employees as well as the number of security officers that will be used to supervise the event. For every 100 people projected to be at the event, two armed security officers or police officers must be present. **Sec 10-105(a)(3)(e)**
14. **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 KCMO Fire Marshal's Office. **Sec 10-105(a)(3)(c)**
15. **Health Permit** – A copy of the catering restaurant/bar's Health Permit. **Sec 10-105(a)(3)(c)**
16. **Noise Permit** – Outdoor Events – If live music will be performed, a noise permit will be required from the KCMO Health Department. **Sec 10-105(a)(3)(c)**
17. **Dance Hall Permit** – If there will be dancing at the event, a Dance Hall Permit must be obtained from Regulated Industries (\$15.00 per day). **Sec 10-105(a)(6)**
18. **Street Closure** – If a public street will be blocked off for the event, a permit for a street closure must be obtained from the KCMO Public Works Department. **Sec 10-105(a)(3)(i)**
19. **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)**
20. Alcohol must be served in plastic containers. GLASS is NOT permitted. **Sec 10-105(b)(4)**

### **Subsection 10-105. (a) General Requirements for temporary & annual catering permits.**

#### **Qualifications:**

1. **Restaurant/Bar** – A restaurant/bar is eligible to receive a full sales-by-drink temporary or annual catering permit.
2. **Caterer** – A caterer is eligible to receive a full sales-by-drink temporary or annual catering permit.

### **Subsection 10-105. (b) Temporary catering permits:**

#### **Qualifications**

1. **Property Owner's Approval** - There must be a letter from the property owner stating their approval which must include where the event is to be held and the starting & ending times for the event/s.
2. **Contract** - There must be a contract between the caterer & 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 & 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 \$15.00 a day.

### **Subsection 10-105. (c) Annual catering permits – permits a restaurant/bar licensee to hold an unlimited number of catering event a year.**

#### **Specific Qualifications**

1. The caterer shall report the location of each function five (5) business days in advance of the scheduled event. Reports shall include:
  - Permission from the property owner.
  - A diagram of the Premises.
  - Permission from the State Missouri.
  - 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, Missouri, and have no liquor code violations within the last two years from the date of application.