

## Checklist for Special Events with Alcoholic Beverages

- If using the downtown park area, the applicant will need to complete the Application for City Park Use & pay the \$20.00 application fee. A clean-up deposit in the amount of \$100.00 will need to be posted, which will be returned, as long as the park is cleaned up after the conclusion of the event.
- Applicant must complete the Special Event Alcoholic Beverage Permit Application & pay the \$150.00 application fee to the City of Blue Ridge.
- Once the City of Blue Ridge Special Event Alcoholic Beverage Permit has been issued to the non-profit organization that is planning the event, they must submit a copy to the Georgia Department of Revenue – Alcohol Division, along with the completed State of Georgia Special Event Alcoholic Beverage Application (Form ATT-4SP), and the State fee of \$25.00. Once the State of Georgia Special Event Alcohol Beverage Permit is received, applicant must submit a copy to the City of Blue Ridge Licensing Clerk to be kept on file.
- The City of Blue Ridge only allows non-profit organizations to apply for Special Event Alcoholic Beverage Permits. To ensure that the applicant is representing a non-profit organization, a copy of the corporate charter and by-laws or a copy of tax exempt status (501 C3 Letter) from the IRS must be submitted with the application.
- Per Georgia State Regulations, non-profit organizations are allowed only six (6) events per calendar year. Organization must be able to show number of previous special events that have taken place during the current calendar year.
- Any alcoholic beverages provided by the host of the special event must be obtained from a licensed wholesaler. The applicant must submit the following information to the City of Blue Ridge Licensing Clerk: name, address, and phone number of the licensed wholesaler, as well as the total amount of alcohol that is to be delivered for the event.
- Prior to any event involving alcoholic beverages being planned, advertised, or scheduled in the City of Blue Ridge, applicant must first meet with the City of Blue Ridge Licensing Department and the Chief of Police to get approval. The following will have to be approved by the Licensing Clerk and Chief of Police prior to the event being allowed to take place: type of event, area to be used for event, size of event area, size of roped off area for alcohol, distance alcohol will be from churches or schools in the area, and any other aspect of the event that is regulated by the City of Blue Ridge.

- Licensing Clerk and Chief of Police must approve the drink cups that will be used during the event. It is requested that the cups be unique so as to be able to distinguish drinks obtained at the event from drinks that individuals may try to bring into events.
- Event coordinators are required to have adequate security during the events. Security details will be determined by the Chief of Police, depending on the type of event and the number of people expected to attend the event.
- Event staff must be diligent in determining that attendees wishing to purchase drinks are at least 21 years of age. It is required that coordinators use either non-transferable stamps or wristbands to indicate attendees are of legal age to purchase/receive alcohol at the events.
- There should also be a way for event staff to keep up with how many drinks each individual is obtaining, such as punches on wristband, or individual receives a non-transferable, non-washable stamp when obtaining drinks.
- Event staff must wear orange vests so they can be readily spotted in the crowd if needed.
- No alcoholic beverages shall be offered for sale, sold, or dispensed for consumption on the premises within 250 feet of any church.

By signing below, I agree to these requirements. I also understand that there may be additional requests and/or requirements once event planning and organizing begins.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Licensing Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief of Police

\_\_\_\_\_  
Date