



Alaska Alcoholic Beverage Control Board

# Form AB-04: Caterer's Permit Application

**Eligible License Types:** Beverage Dispensary

**Permit Fee:** \$50 per day as applicable, contact staff with questions.

**Event Requirements:** Must be a specific event such as a convention, picnic, social gathering, sporting event, or similar held off of the licensed premises.

**Permit Restrictions:** All licensed premises requirements for Beverage Dispensary licenses apply to the permitted area. Alcohol may only be provided for consumption on the permitted premises.

## Section 1 – Licensee and Contact Information

Enter information for the business seeking the permit. *This should match the information that AMCO has on file for this license.*

<b>Doing Business As:</b>		<b>License #:</b>	
<b>License Type:</b>		<b>Contact Person:</b>	
<b>Contact Email:</b>		<b>Contact Phone:</b>	

## Section 2 – Event Information

Enter information regarding the specific event for which you are seeking a permit.

<b>Event Name:</b>	
<b>Event Description:</b> <i>Include planned activities, expected attendance, and attendee information. Event advertisement may be submitted to supplement your answer.</i>	
<b>Full Event Address*:</b>	

*\*If the event is outside the community in which your license is located, additional information may be required.*

<b>Event Date(s):</b>		<b>Event Time:</b>		to
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**The licensee, or a specified employee or agent of the licensee, must be present on the catered premises during all permit hours. Please provide the following information for the licensee, employee, or agent who will be present:**

<b>Person Present:</b>		<b>Title:</b>	
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Yes    No

1. Is this event going to take place on school grounds? (This includes the grounds of a university.)

**If "Yes", you must attach authorization from the school for the service of alcohol during the event at the proposed location.**

2. Are you in the process of applying for a liquor license for the event location?

3. Is this event going to take place on the licensed premises of an existing liquor license?

**If "Yes", please provide the license number and the reason the existing license is not being exercised for this event:**



**Section 3 – Detailed Premises Diagram**

- Please attach a diagram, no larger than 11" x 17", of the layout (such as blueprints or other detailed drawings of the entire event space), showing all
  - entrances and exits
  - walls and fences (include fence height)
  - bars
  - permanent structures, such as booths or shelving, that effect the functional floor plan of the permitted area
- In **red**, outline the contiguous proposed permitted area within the entire event space where alcohol will be served, stored, and consumed. Provide dimensions.
- Label all alcohol storage, service, and consumption areas.
- Include cross-streets, a north arrow, and any significant geographical features (if applicable).
- **Any permit applications that include outdoor space** are required to submit a security plan that includes information about the barriers, practices, and personnel that are to be used to ensure that alcohol is not introduced or removed from the permitted premises and to prevent the access of alcohol by a minor during the permitted event. A security plan may be requested for other proposed locations on a case by case basis.

**Section 4 – Servers**

Enter ALL information for ALL servers at the event. Additional copies of this page may be included. *Individuals who do not provide complete information may not be accepted as servers; the application may be returned for correction.*

Name	Date of Birth	Drivers License #	Alcohol Server Card Expiration Date



**Section 5 – Declarations and Approvals**

Read each line below, and then initial in the box to the right of each statement:

Initials

I certify that I am the current licensee, and that a licensee, employee, or agent will be present at the event during all hours of the permit.

I certify that I will comply with the information provided on this application and with all statutes, ordinances, and regulations pertaining to the possession and sale of alcoholic beverages, and I understand that violation of any of these laws is grounds for suspension or revocation of my liquor license and/or denial of any future permit applications.

I certify that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any permit issued.

As an applicant for a caterer's permit and holder of a liquor license, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that this application, including all accompanying schedules and statements, is true, correct, and complete.

\_\_\_\_\_  
Signature of licensee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name of licensee

**Law Enforcement Review (must be obtained before the permit application is submitted to AMCO):**

\_\_\_\_\_  
Signature of local law enforcement

\_\_\_\_\_  
Badge number

Approved

Denied

\_\_\_\_\_  
Printed name of local law enforcement

\_\_\_\_\_  
Date

**AMCO Review:**

\_\_\_\_\_  
Signature of AMCO reviewer

\_\_\_\_\_  
Date

Approved

Denied

\_\_\_\_\_  
Printed name of AMCO reviewer

\_\_\_\_\_  
Title of AMCO reviewer

**AMCO Comments:**