## AMCO

## Alaska Alcoholic Beverage Control Board Club Caterer's Permit Application

Eligible License Types: Club License (CL)
Permit Fee: $\$ 100$ for the first two days and $\$ 50$ for every day after.
Event Requirements: Restrictions regarding club members or guests of club members under AS 04.09.220 apply to the premises covered by the permit. Under AS 04.09.630 (b), the permit application must be signed by two officers of the organization.
Permit Restrictions: The permit is issued for a specific event held off the holder's licensed premises and for a designated time. AS 04.09.630 (d), The director may NOT issue more than three Club Caterer's Permits to a Club License in a year.

## 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.

| Doing Business As: |  | License \#: |  |
| :--- | :--- | :--- | :--- |
| Entity Name: |  | Entity \#: |  |
| Contact Person: |  | Phone \#: |  |
| Alt Contact Person: |  | Email: |  |

## Section 2 - Event Information

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

| Event Name: |  |
| :--- | :--- | :--- |
| Event Description: |  |
| Include planned activities, |  |
| expected attendance, and |  |
| attendee information. |  |
| Event advertisement may |  |
| be submitted to |  |
| supplement your answer. |  |$\quad$|  |  |  |  |  |  |  |  |  |
| :--- | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Full Event Address*: |  |  |  |  |  |  |  |  |
| *If the event is outside the community in which your license is located, additional information may be required. |  |  |  |  |  |  |  |  |
| Event Date(s): |  |  |  |  |  | Event Time: | AM / PM to | AM / PM |

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:

| Person Present: |
| :--- |
| 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: |

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

- Attach a diagram, no larger than $81 / 2^{\prime \prime} \times 14^{\prime \prime}$ of the layout (such as a detailed drawings of the entire event space) showing all:
- You must use a solid, contiguous red line to outline the outer perimeter of your premises with no breaks or separations.
- The red outline is required to follow a physical barrier (wall, fence and even across doorways)
- Each area should be clearly labeled in any color other than red where alcohol is: Specify alcohol storage, label the bar or where alcohol will be served/sold; manufactured, consumed.
- Your drawing MUST include. Dimensions in feet not square feet of all exterior walls and major interior walls (we do not accept diagrams drawn to scale. Include cross-streets, a north arrow, and any significant geographical features. Points of reference, such as a compass showing North. All entrances, exits, walls, bars, and fixtures.
- If your premises include multiple floors, please include a separate diagram of each floor. You must identify the stairs between each floor, and each hallway/corridor that leads to each set of stairs.
- 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

Per AS 04.09.600, every person who will serve or sell alcohol or check identification of a patron during a permitted event MUST have completed an alcohol server education course under AS 04.21 .025 before the first day of the permitted event.
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 | Driver's License \# | Alcohol Server Card Expiration Date |
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## Section 5 - Declarations and Approvals

I certify that I am the current licensee, that a licensee, employee, or agent will be present at the event during all hours of the permit, and that I understand that I must comply with all license requirements as listed in 3 AAC 304.690(b) during this permit.

I certify that I will comply with all statutes, ordinances, and regulations pertaining to the possession and sale of alcoholic beverages (including all restrictions and prohibitions under AS 04.09.630), and I understand that violation of any of these laws is grounds for suspension or revocation of my club 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.


I certify that the individuals serving alcohol have completed alcohol have completed alcohol server training as required under AS 04.21.025 before the first day of the permitted event.


I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

Signature of licensee

Printed name of licensee

## 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

Printed name of local law enforcement

## Badge number

## Date



Alaska Alcoholic Beverage Control Board

AMCO Review:

| $\frac{\text { Signature of AMCO reviewer }}{} \quad \overline{\text { Title of AMCO reviewer }}$ |
| :--- |
| $\frac{}{\text { Printed name of AMCO reviewer }}$ |
| AMCO Comments: |

$\qquad$ of $\mathbf{3}$ for $\mathbf{2 0}$ Permit Number: $\qquad$

