



Alaska Alcoholic Beverage Control Board

Restaurant Caterer’s Dining Permit Application

Eligible License Types: Restaurant/Eating Place (REPL), REPL Seasonal or Tourism Licenses.

Permit Fee: \$100 for the first two days and \$50 for each additional day.

Event Requirements: A restaurant caterer's dining permit authorizes the holder of a restaurant or eating place license or a seasonal restaurant or eating place tourism license to sell brewed beverages and wine before and during the service of food provided by the licensee at a single dining event held off the holder's licensed premises as in AS 04.09.620 and 3 AAC 305.355.

Permit Restrictions: The licensee shall comply with the requirements for gross receipts from food sales for a restaurant or eating place license under AS 04.09.210(e) or a seasonal restaurant or eating place tourism license under AS 04.09.360(g).

Additional documents required: Menu of food to be provided.

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 #:	
License Type:		Contact Person:	
Contact Email:		Contact Phone:	

Section 2 – Event Information

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

Person Present:		Title:	
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Yes No

- Is this event going to take place on school grounds? (This includes the grounds of a university.) Yes No
If “Yes”, you must attach authorization from the school for the service of alcohol during the event at the proposed location. Yes No
- Are you in the process of applying for a liquor license for the event location? Yes No
- Is this event going to take place on the licensed premises of an existing liquor license? Yes No

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 8 1/2" x 14", 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	Driver’s License #	Alcohol Server Card Expiration Date



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Section 5 – Attestations and Approvals

Read each line below, and then sign your initials 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, and that I have included a menu with this application.

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.

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

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



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AMCO Review:

Signature of AMCO reviewer

Date

Approved

Denied

Printed name of AMCO reviewer

Title of AMCO reviewer

AMCO Comments:

Permit Number: _____