



Application # _____
Scanned _____
Emailed Fire Marshal _____

City of Gillette

One (1) Day Catering Permit Application

Applicant Name: _____

(Please use the name in which the liquor license is issued. Catering permits may only be issued to retail liquor license holders.)

Address: _____ Phone Number: _____

_____ Cell Phone Number: _____

Contact Person at the Event: _____

(Contact person must be present for the duration of the event.)

Contact Phone Number at the Event: _____

Date of the Event: _____ Event Start Time: _____ Event End Time: _____

Outdoor Event: Yes No Anticipated Occupancy: _____

Location of the Event: _____

Do you, the applicant, own the event location? Yes No

If no, please provide a written statement from the landowner, permitting the proposed activity, including the consumption and possession of alcoholic or malt beverages, as described in this application.

Short Summary of the Reason for the Event:

Detailed Description of Activities/Entertainment Proposed for the Event:

Names and Ages of Persons Serving Alcoholic Beverages:

Name: _____ Age: _____ Name: _____ Age: _____

Who is checking IDs? _____

Stamps: Yes No Wrist Bands? Yes No

Live Band? Yes* No Other type of outdoor music/sound/P.A. system? Yes* No

Other Entertainment? Yes No Type: _____

Entertainment Start Time: _____ a.m. p.m. Entertainment End Time: _____

Security? Yes No By Whom? _____ How Many? _____

Type of fencing or boundary for the sale, consumption and possession area? _____

Other facilities (i.e. additional parking, trash containers, portable toilets):

Provide a detailed description of the area(s) in which the sale, possession and consumption of alcoholic beverages will occur.

Provide a drawing of the area(s) in which the sale, possession and consumption of alcoholic beverages will occur. Please be specific and detailed.

North ↑

(Please be aware that consumption of alcohol beyond the approved boundaries is in violation of this permit and City Ordinance.)

Fees: \$50 (non-refundable)

Signature of Applicant

Date of Application

FOR OFFICIAL USE ONLY:

Approved Yes No

Approved Yes No

City Clerk/Designee

Date

Chief of Police/Designee

Date

Has Fire Marshall/Designee been contacted? Yes No

Assembly Permit Attached Yes No

(*All outdoor events, that include a live band or amplified music/sound/P.A. systems, require City Council approval. Application must be received by the Clerk's Office at least 3 weeks prior to the event.)