

Alaska Alcoholic Beverage Control Board

Alcohol and Marijuana Control Office 550 W 7<sup>th</sup> Avenue, Suite 1600 Anchorage, AK 99501

amco.permits@alaska.gov https://www.commerce.alaska.gov/web/amco

Phone: 907.269.0350

## **Club Caterer's Permit Application**

Eligible License Types: Club license

Event Requirements: 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.

Permit Restrictions: The permit may only be issued for designated premises for a specific occasion and for a limited period.

#### 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: Entity Number: Entity Type: Contact Email: Contact Phone:** 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. Full Event Address\*: \*If the event is outside the community in which your license is located, additional information may be required. **Event Time:** AM/PM to AM/PM The caterer, or a specified employee or agent of the caterer, shall be always present on the catered premises alcoholic beverages are possessed, served, or consumed there under the permit. **Person Present:** Title: 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:

rev 1/24/24 Page **1** of **4** 



#### Alaska Alcoholic Beverage Control Board

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#### **Section 3 – Detailed Premises Diagram**

- Attach a diagram, no larger than 8 1/2" x 11" 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**

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

rev 1/24/24 Page **2** of **4** 



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

## Section 5 – Declarations and Approvals

Read each line below, and then initial in the b	oox to the right of each stateme	ent:	Initials
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 prov pertaining to the possession and sale of alcoholic b for suspension or revocation of my liquor license a	peverages, and I understand that v	riolation of any of these laws is grounds	
I certify that I understand that providing a false sta for rejection or denial of this application or revoca		Form provided by AMCO is grounds	
I hereby certify that I am the person herein named application, and I know the full content thereof. I cother documents submitted are true and correct. I response in this application, or any attachment, or denying or revoking a license/permit. I further und to falsify an application and commit the crime of understanding the committee of the com	declare that all of the information understand that any falsification of documents to support this application that it is a Class A misdem	contained herein, and evidence or or misrepresentation of any item or ation, is sufficient grounds for	
Signature of licensee	Date		
Printed name of licensee			
Law Enforcement Review, must be obtained befor	e the permit application is submit	ted to AMCO as in AS 04.11.260C(3):	
Signature of local law enforcement	Badge number	Approved	Denied
Printed name of local law enforcement	Date		

rev 1/24/24 Page **3** of **4** 



## Alaska Alcoholic Beverage Control Board

## **Club Caterer's Permit Application**

AMCO Review:			
	 Date	Approved	Denied
Printed name of AMCO reviewer	Title of AMCO reviewer		
AMCO Comments:			

rev 1/24/24 Page **4** of **4**