



**CITY OF KINGSLAND**  
**Temporary/Special Event Alcohol Beverage For Sale By Nonprofit Civic Organizations**

**HOW TO OBTAIN A TEMPORARY/SPECIAL EVENT ALCOHOL PERMIT**

*Please submit the completed application and payment no earlier than 120 days prior to the event, and no later than 15 business days prior to your event date.*

Upon application to the Permitting Department and payment of an application fee as provided below, the City Manager (CM) shall be authorized to approve issuing a permit under the following conditions:

Any temporary event for which dispensing of alcoholic beverages is requested must be:

1. All applications for a temporary/special permit must be submitted to the City of Kingsland Permitting Office at least **15 business days** prior to the date of the event, unless waived by the City Manager.
2. Any licensee holding an annual City Alcohol Beverage License for on premises consumption is strictly prohibited from serving alcoholic beverages purchased from a state wholesaler for sale on their licensed premises under the issuance of a special alcoholic beverage permit.
3. All applicants and permit holders must comply with all state statutes governing the sale of alcoholic beverages and all sections of this ordinance governing such sale.
4. The permit granted under this section shall be deemed to be a privilege permit. The application shall be processed in accordance with this Code and shall be presented to the City Manager, who will take such action as deemed appropriate.
5. No such event shall exceed three (3) days, including Sunday, for which the City Manager shall have authority to waive normal Sunday regulations if circumstances warrant such waiver.
6. The fee for such permit shall be \$180.00 per permit and shall be paid at the time of application.

**SPECIAL EVENT ALCOHOL PERMIT CHECKLIST**

- Copy of documented non-profit status (Required for ALL non-profit organizations)
- Copy of contract for event
- Government issued photo identification
- Letter of consent from property owner
- Check/cash or money order payable to City of Kingsland for \$180.00

**[City of Kingsland Ord. No. 2012-06, 8-27-2012\) Sec. 3-19.1. - Issuance of temporary permit for sale by nonprofit civic organizations.](#)**

The temporary permit may be issued as hereinafter set out:

- (1) Upon the filing of an application and payment of a fee of \$180.00 by a bona fide nonprofit civic organization to the city, the council may issue a permit authorizing the organization to sell alcoholic beverages for consumption on premises for a period not to exceed three days, subject to any provision of the ordinance from which this section was derived or state law regulating the time for the selling of such beverages. The fee is for the city's administrative costs, including advertising, in processing the application.
- (2) No more than six permits may be issued to an organization in any one calendar year pursuant to the ordinance from which this section was derived. The organization must also obtain a permit from the state revenue commissioner.
- (3) The permit issued to this section shall be valid only for the place specified in the permit. All permits for festivals and benefits conducted by nonprofit civic organizations shall specify that all sales and consumption shall be within a predefined controlled area enclosed by a tent or fencing, and that all beverages are served in paper or plastic containers. No permit may be issued unless sale of distilled spirits, malt beverages or wine is lawful in the place for which the permit is issued.



**CITY OF KINGSLAND**  
**Temporary/Special Event Alcohol Beverage For Sale By Nonprofit Civic Organizations**

Permit Application

Request the Sale of:

- Beer     Wine     Distilled Spirits

Organization Name: \_\_\_\_\_

Non-Profit Type:                     Non-Profit: 501(c)     Non-Profit: 501(d)     Non-Profit: 501(e)

Location of Event: \_\_\_\_\_

Date(s) of Event:                    Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_                    End Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Event Start-time: \_\_\_\_\_                    Event End-time: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Federal Tax ID #: \_\_\_\_\_

Applicant's Phone #: \_\_\_\_\_                    Applicant's Email: \_\_\_\_\_

Alcohol Provided By: \_\_\_\_\_

How will alcohol be dispensed?                     For Sale/Sold     Give-away

Will There Be Entertainment at the Event?                     Yes     No

Business catering food: \_\_\_\_\_

Estimated # of Attendees: \_\_\_\_\_

Will the Event be Open to the Public?                     Yes     No

Will There Be Security at The Event?                     Yes     No

Copy of 501 designation attached?                     Yes     No     Not Applicable

Please sign and date this application acknowledging your responsibilities as the license holder to ensure all state and local laws governing the dispensing of alcohol, including the prohibition against serving to minors, are strictly enforced.

By signing below, you agree that you have read, understand & acknowledge your responsibilities as outlined in [City of Kingsland Ord. No. 2012-06, 8-27-2012 / Sec. 3-19.1. - Issuance Of Temporary Permit For Sale By Nonprofit Civic Organizations](#).

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_

Date

<b><u>Office Use</u></b>		
<i>Permitting Office:</i>	<i>Approved</i> <input type="checkbox"/>	<i>Disapproved</i> <input type="checkbox"/>
<i>Police Department:</i>	<i>Approved</i> <input type="checkbox"/>	<i>Disapproved</i> <input type="checkbox"/>
<i>City Manager Office:</i>	<i>Approved</i> <input type="checkbox"/>	<i>Disapproved</i> <input type="checkbox"/>
<i>Comments:</i>		