



Special Event Temporary Alcohol Permit

City of Buchanan

POST OFFICE BOX 6
BUCHANAN, GEORGIA 30113
TELEPHONE (770) 646-3081 • FAX (770) 646-7748

Johnny Pope, **Mayor**
Stanley Freeland, **Mayor Pro Tem**
Betty Harvell, **City Clerk**

Council Members
Patty Hutcheson
A.J. Scott

Eligibility for a temporary special event alcohol permit.

1. A temporary special event alcohol permit may be issued to any person, firm or corporation for an approved special event. The person, firm or corporation must make application and pay the fee that will be required and to comply with all the general provisions and the licensing and regulation for consumption on the premises establishment with the exception of the full-service kitchen requirement.
2. Special event alcohol permit shall be obtained for the following:
 - a. The special event must meet the following criteria before the issuance of a permit to distribute alcoholic beverages.
 - b. The special event must receive approval from the Police Department on crowd control and security measures.
 - c. The special event must receive approval from the Police Department on traffic control measures.
3. The premises where the special event shall occur shall meet the distance from certain uses requirements.
4. Bartender, alcohol server, or permit holder must be 21 years of age or older as pursuant to O.C.G.A. § 3-11-4.
5. The Police Department or his designee may immediately revoke any temporary permit for a special event if continued alcohol sales may endanger the health, welfare or safety or the public.
6. As a condition on the issuance of a temporary special event permit, the permit holder shall indemnify and hold the City of Buchanan harmless from claim, demand or cause of action that may arise from activities associated with the special event.
7. The City Clerk shall issue the temporary special event permit to the applicant upon compliance with the terms hereof.
8. Must comply with City of Buchanan Noise and Nuisance Ordinances.
9. Fee must be paid, \$50.00 for up to 3 days.

Please submit the following Special Event Temporary Alcohol Permit application and required supplemental material to City of Buchanan Office, 4300 GA Hwy 120, Buchanan GA 30113. If you have questions, please do not hesitate to contact Betty Harvell at (770) 646-3081, Ext 22 or by Email bharvell@buchananga.com



Special Event **Alcohol Application**

The Following item is required in addition to the completed application
Copy of current Driver's License

☐ \$50.00 Special Event Permit Fee

Business Organization Permit

Name of Business / Organization: _____

Physical Business/ Organization Address: _____

Name of Contact Person/Producer: _____

Email: _____ Telephone Number: _____

Zoned property location: ☐ C1 ☐ CBD ☐ HC ☐ C2 ☐ M-1 ☐ M-2

Required Event Details

Name of Event: _____

Location of the Event (physical address): _____

Date of Event: From: _____ to: _____

Actual Event Hours: _____ am/pm Until: _____ am/pm

Projected Event Attendance: _____

Type of alcohol to be served at event: ☐ Wine ☐ Beer ☐ Mixed Drinks



Property Details

Name of Owner: _____

Owners Address: _____

Email: _____ Telephone number: _____

Note: The Special Event Temporary Alcohol Permit shall be issued only to an individual person, the business owner/sponsor of the event. In this case, business owner/sponsor means the person responsible for planning, producing and conducting the special event. If a group, organization, association or other entity is sponsoring the special event, a designated agent shall be named for purposes of the permit, and that individual shall be solely and fully responsible for compliance with all provisions of the Special Event Alcohol Permit

Special Event Temporary Alcohol Applicants Certification/Affidavit

Name of Event: _____

Brief Description of Event: _____

Physical Address of Event: _____

I hereby agree that as a condition to the Issuance of a Special Event Temporary Alcohol Permit, the business owner/sponsor of the Event shall indemnify and the City harmless from claims, demand or cause of action which may arise from activities associated with the event.

I hereby solemnly swear, subject to criminal penalties for false swearing, that the statements and answers made by me to the foregoing questions in this application for a Special Event Temporary Alcohol Permit, are true and no false or fraudulent statement or answer is made herein to procure the granting of such permit.

I hereby state and understand that should a complaint be filed against the owner/sponsor of the Event for violation of any regulation associated with the application for the City of Buchanan Special Event Temporary Alcohol Permit, the permit issued for the event will immediately become void and will not reissue for the same location.

Owner/Sponsor Signature: _____

Sworn and Attested before me on this _____ day of _____, 20_____

Notary Signature/Seal: _____



LIST OF EMPLOYEES FOR EVENT

Name: _____ Sex: _____ Race: _____
Residence Address: _____
City, State, Zip: _____
Telephone Number: _____
Date of Birth: _____
Job Position: Server _____ or Cashier _____

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City, State, Zip: _____
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Permits are issued week days 8:00 am – 4:00 pm