

# City of Milledgeville

## Special Event Application for on-site Alcohol Consumption – Private Property

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The application process begins when you submit to the City of Milledgeville Licensing Department a completed Special Event Application and an application fee. Please keep in mind that acceptance of your application should no way be construed as final approval or confirmation of your request. Throughout the review process you will be notified if your event requires any additional information. During our initial application screening process you will be allowed time to provide us with all pending documents (e.g. certificate of insurance, security plans, etc.). We must receive these items before final approval is given to proceed. Delays in providing these items often delay our ability to finish the review process and approve your application in a timely manner.

As an event activity, you must be certain that all event related activities comply with State and local laws and ordinances to include: banners, flags, signs, parking, noise, etc.

All signatures must be on this application to authorize the initiation of the Special Event application process. The Primary contact must be on-site during the event. Please print.

Primary Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Organization: \_\_\_\_\_ Email: \_\_\_\_\_

Event Address: \_\_\_\_\_

Request:  Beer     Wine     Distilled Spirits

YES     NO    Do you have a current alcohol license from the City of Milledgeville?  
If Yes, license #: \_\_\_\_\_

YES     NO    Is the Host Organization a bona fide tax exempt, nonprofit entity? If yes, you must attach to this application a copy of your IRS 501(C3) tax exemption letter providing proof and certifying your current tax exempt, nonprofit status.

YES     NO    Are patron admission, entry or participant fees required?

YES     NO    Does your event include food concession, catering, and/or preparation area?

YES     NO    Will sound amplification be used?

YES     NO    Are there any musical entertainment features related to your event?

YES     NO    Are you planning to have any type of amusement rides?

YES     NO    Will your event include tents or other temporary structures, propane use, or open flames?

YES     NO    Does the location have sufficient on-site parking to host the event?

### **Days & Times of the Event**

Set-up Date: \_\_\_\_\_ Set-up Time (to/from): \_\_\_\_\_

Event Day Date: \_\_\_\_\_ Event Times (to/from): \_\_\_\_\_



Special Event Application – Private Property

For Official Use

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

- Background Check
- Age Verification Plan
- Storage Plan (alcohol)

\_\_\_\_\_  
**Police Chief's Signature**

Date

Approved     Not Approved

- Review of site

\_\_\_\_\_  
**Fire Chief's Signature**

Date

Approved     Not Approved

- Review of parking

\_\_\_\_\_  
**P&Z Administrator's Signature**

Date

Approved     Not Approved

- Property owner's permission
- Review of Current licenses
- Proof of Insurance for location of the Special Event

\_\_\_\_\_  
**Licensing Manager's Signature**

Date

Approved     Not Approved

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**City Manager's Signature**

Date

Approved     Not Approved