

**CITY OF CLARKESVILLE**  
**SPECIAL EVENT ALCOHOLIC BEVERAGE PERMIT APPLICATION**  
**BONA FIDE NON-PROFIT, CHARITABLE AND CIVIC**  
**ORGANIZATIONS**

**FOR OFFICE USE ONLY:**

License Number \_\_\_\_\_ Date filed \_\_\_\_\_ Date issued \_\_\_\_\_ Date(s) of Event \_\_\_\_\_  
State Permit Number \_\_\_\_\_ State Issue Date \_\_\_\_\_

**INSTRUCTIONS:** Every question shall be fully answered (**TYPEWRITTEN** or printed in ink, **LEGIBLY AND NEATLY**). If the space provided is not sufficient, answer the question on a separate page and indicate in the space provided that such separate page is attached. When completed, this application must be **DATED, SIGNED, AND VERIFIED, FILED WITH THE CITY CLERK'S OFFICE,** together with a **CHECK, CASHIER'S CHECK, OR CASH FOR THE EXACT FEE OF \$25.00.** The application shall be submitted to the City Clerk for approval at least 25 working days prior to advertising and/or conducting a Special Temporary Event alcoholic beverage service/sale.

**Non Profit/Charitable Organization Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**FEI#** \_\_\_\_\_ **Sales Tax #** \_\_\_\_\_

**Name of Person Responsible for the event:** \_\_\_\_\_

**Soc. Security No.** \_\_\_\_\_ **Work Phone#** \_\_\_\_\_ **Alt. Phone** \_\_\_\_\_

**If Organization is incorporated, indicate the following:**

<b>Corporate Name</b>	<b>Date of Incorporation</b>	<b>Place of Incorporation</b>
_____	_____	_____

**List Officers and Residence Addresses:**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

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

**Address:** \_\_\_\_\_

**Date(s) and Time(s) of Event:** \_\_\_\_\_

1. Has Organization previously held a special event permit? \_\_\_\_\_
2. If you answered yes to #1, When? \_\_\_\_\_
3. Wholesaler(s) delivering alcoholic beverages for the event: \_\_\_\_\_  
\_\_\_\_\_
4. Products to be served: BEER \_\_\_\_\_, WINE \_\_\_\_\_, DISTILLED SPIRITS \_\_\_\_\_.
5. Will there be any charges or admission fees to participants of the event? \_\_\_\_\_
6. Will the event be conducted with, or in any way connected with a wholesaler, retailer, importer, or manufacturer of alcoholic beverages, or persons associated with such wholesaler, retailer, importer or manufacturer? \_\_\_\_\_
7. If you answered yes to #7, you must have prior written approval from the Georgia Dept. of Revenue and a copy of the approval must be attached to this application.
8. A copy of the organization's tax exempt status-(501 C3 letter) from the I.R.S. must be attached to this application.

**NOTE:** All laws and regulations relating to the sale of alcoholic beverages must be complied with. It is understood that the person named herein is in charge and responsible for the event, and all officers of the organization may be held liable and responsible for any violation of any law or regulation. Georgia sales tax must be remitted to the state on all sales at this event. Mixed Drink Tax must be remitted to the City of Clarkesville for any distilled spirits served. If the organization does not hold a Georgia sales tax number, the organization must file a miscellaneous sales tax return.

**IMPORTANT!!!!** PLEASE NOTE: TWO PERMITS ARE REQUIRED.

This application must be presented to the City Clerk at least 25 working days prior to the date of the event because the City of Clarkesville must approve this application and furnish you with a Letter of Permission which you must then submit along with an application for a State license to the Georgia Department of Revenue at least 15 working days prior to the event. If you have not already done so, you should contact the Georgia Department of Revenue immediately and obtain an application form from the State and prepare it for submission as soon as the City Clerk issues your local Letter of Permission.

Georgia Department of Revenue  
 Registration Unit  
 P.O. Box 49512  
 Atlanta, Georgia 30359-1512  
 (404)417-4490

O.C.G.A. § 50-36-1(e)(2) Affidavit

By executing this affidavit under oath, as an applicant for a(n) \_\_\_\_\_  
[*type of public benefit*], as referenced in O.C.G.A. § 50-36-1, from  
\_\_\_\_\_ [name of government entity], the undersigned applicant  
verifies one of the following with respect to my application for a public benefit:

- 1) \_\_\_\_\_ I am a United States citizen.
- 2) \_\_\_\_\_ I am a legal permanent resident of the United States.
- 3) \_\_\_\_\_ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.

My alien number issued by the Department of Homeland Security or other federal immigration agency is: \_\_\_\_\_.

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1(e)(1), with this affidavit.

The secure and verifiable document provided with this affidavit can best be classified as:

\_\_\_\_\_.

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed in \_\_\_\_\_ (city), \_\_\_\_\_ (state).

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed Name of Applicant

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE  
\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC  
My Commission Expires:

**OATH OF APPLICANT:**

**OATH:** I \_\_\_\_\_, do solemnly swear, subject to criminal penalties for false swearing, that the statements and answers made to the foregoing questions in this application for a Special Temporary Alcoholic beverage sales/service event are true and complete, and that no false or fraudulent statement or answer is made herein; that I do understand that any permit issued pursuant to this application is conditioned upon the truth of the answers and statements made herein.

I fully understand that a Temporary alcoholic beverage sales/service event must comply with all local and state laws and regulations pertaining to the sale and distribution of alcoholic beverages in Georgia and the City of Clarkesville; and that I have been given a copy of that part of the City of Clarkesville Alcohol Ordinance which pertains to Special Events and have read and fully understand the requirements to hold such alcoholic beverage sales/service event.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Name of Organization

Sworn to and subscribed  
Before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

Georgia Department of Revenue  
404-417-4900

## **GTC.DOR.GA.GOV**

Home page will open

Welcome To Georgia Tax Center

On the right will be green box that ask  
What Can I Do Inside GTC?

Hit Sign-UP

Complete the information to get your authorization code  
you will need the first time you login to GTC

If you need someone to help walk you through call  
Information on Electronic Filing

877-423-6711

Then hit the following extensions 1,3,2,2

Thank you Glenda Smith  
Clarkesville City Clerk  
706-754-4216



Georgia Department of Revenue  
 Alcohol and Tobacco Division  
 P.O. Box 49728  
 Atlanta, GA 30359-9728  
 Phone: (404) 417-4900



**STATE OF GEORGIA SPECIAL EVENT  
 ALCOHOL BEVERAGE PERMIT APPLICATION**

**Please note: Items must be received at least 10 business days prior to the date of the event.**

<b>PRODUCTS TO BE SOLD / SERVED:</b> <input type="checkbox"/> BEER <input type="checkbox"/> MIXED DRINKS <input type="checkbox"/> WINE			<b>LICENSE FEE FOR NON-PROFIT</b> \$25 per event <i>Allowed Six Events a Year</i>			<b>LICENSE FEE FOR PROFIT</b> BEER   WINE   LIQUOR \$50   \$50   \$100			Will any wine products be auctioned at this event? *Additional fees and documents are required. <input type="checkbox"/> Yes <input type="checkbox"/> No		
ORGANIZATION OR BUSINESS NAME				DATE OF EVENT (month/day/year)			TIME OF EVENT (start/stop)				
MAILING ADDRESS				PLACE OF EVENT - STREET ADDRESS							
CITY		STATE	ZIP CODE		CITY		STATE	ZIP CODE	COUNTY		
ALCOHOL LICENSEE:			SOCIAL SECURITY NUMBER (REQUIRED)			TELEPHONE NO. Work: (   )   Home: (   )					
FEDERAL EMPLOYER ID NO.			GA. SALES TAX NO.			GA. WITHHOLDING NO.					
EVENT APPROVED BY			<input type="checkbox"/> CITY OF		<input type="checkbox"/> COUNTY OF		<input type="checkbox"/> GA. BLDG. AUTHORITY				
NAME OF PERSON RESPONSIBLE FOR THE EVENT (IF DIFFERENT FROM ALCOHOL LICENSEE)						SOCIAL SECURITY NUMBER (REQUIRED)					
LIST OFFICERS AND RESIDENT ADDRESSES (REQUIRED)						SOCIAL SECURITY NUMBER (REQUIRED)					
1.											
2.											

To approve your application for the sale of alcoholic beverage at a Special Event to be hosted by a Qualified Non-Profit Civic Organization or a For Profit Organization the following items are required in addition to the completed application

\*\*\*For Sunday events the local license/letter of approval must cover the Friday & Saturday before the event date for delivery purposes\*\*\*  
 \*\*\*For Festivals an application must be submitted for each location that is selling or serving liquor\*\*\*

**Qualified Non-Profit Civic Organization ONLY**

- Furnish a copy of the local license, or letter of approval for the event from the local authorities, if available.
- Copy of corporate charter and by-laws or a copy of tax exempt status - (501 C3 letter) from IRS.
- License fee of \$25 per event (up to 3 days per event), not to exceed six events per year. After you have exceeded six events, the license fees will be the same as a For Profit Organization license fees (see below).

**Donated Wine Auction for Qualified Non-Profit Civic Organization ONLY**

- Furnish a copy of the local license, or letter of approval for the wine auction from the local authorities, if available.
- Include the Donated Wine Inventory List (Form CRF-015) for each donor.
- Include the appropriate fee: Wine Auction - \$25 per event not to exceed six events per year.

**For Profit Organization**

- Furnish a copy of the local license, or letter of approval, for the event from the local authorities.
- Include the appropriate fees: Beer - \$50   Wine - \$50   Liquor - \$100
- Include the Liquor Bond (Form ATT-59) if you are planning on selling/serving Liquor.

**NOTE** All laws and regulations relating to the sale of alcoholic beverages must be complied with. It is understood that the person named herein is in charge and responsible for the event, and all officers of the organization may be held liable and responsible for any violation of law or regulation. Georgia Sales Tax must be remitted to the State on all Sales at this event. If the organization does not hold a Georgia Sales Tax number the organization must file a miscellaneous sales tax return.

**SIGNATURE SECTION**

I DECLARE UNDER PENALTY OF FALSE SWEARING, THAT THIS APPLICATION HAS BEEN EXAMINED BY ME, AND TO THE BEST OF MY KNOWLEDGE AND BELIEF IS TRUE, CORRECT, AND COMPLETE. I FURTHER CERTIFY I AM IN COMPLIANCE WITH ALL STATE AND LOCAL LAWS AND REGULATIONS.

Signature \_\_\_\_\_

Date \_\_\_\_\_

(THIS APPLICATION MUST BE SIGNED BY THE ALCOHOL LICENSEE. IF THE LICENSEE IS A CORPORATION, AN ACTIVE OFFICER OR MANAGING MEMBER MAY SIGN THE APPLICATION. A STAMPED SIGNATURE IS NOT ACCEPTABLE.)



1121504021

**Affidavit of Compliance with O.C.G.A. 50-36-1 "Verification of Lawful Presence within the United States"**

O.C.G.A. 50-36-1 requires that applicants applying for such things as licenses for public benefits complete a signed and sworn affidavit verifying the applicant's lawful presence in the United States. Therefore, the applicant must answer the following questions:

The applicant is a United States citizen or legal permanent resident at least eighteen (18) years old.

Yes \_\_\_\_\_ No \_\_\_\_\_

The applicant is a qualified alien or nonimmigrant under the federal Immigration and Nationality Act, Title 8 U.S.C., as amended, at least eighteen (18) years old, and is lawfully present in the United States. The applicant's alien number issued by the Department of Homeland Security or other federal immigration agency must be provided.

Yes \_\_\_\_\_ No \_\_\_\_\_ Alien Number \_\_\_\_\_

O.C.G.A 50-36-1 states that "Any person who knowingly and willfully makes a false, fictitious, or fraudulent statement of representation in an affidavit executed pursuant to this Code section shall be guilty of a violation of Code Section 16-10-20."

**I declare, under penalty of law, that this affidavit has been completed by me and is true and correct.**

\_\_\_\_\_  
Signature Title Date

(Must be signed by applicant. If the applicant is a corporation, must be signed by an officer of the corporation. **STAMPED SIGNATURE IS NOT ACCEPTABLE**)

I hereby certify that \_\_\_\_\_ is personally known, or verified by me, that the applicant signed this application after stating to me his or her personal knowledge and understanding of all statements and, under oath actually administered by me, has sworn that the statements and answers contained in this affidavit are true.

This \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
\_\_\_\_\_  
Notary Public

**AFFIX SEAL**

You must attach a copy of a secure and verifiable document as defined in O.C.G.A. 50-36-2. Such documents include a valid Georgia issued Driver's License or ID Card, a valid Driver's License issued by another State or an identification document issued by the United States Government.

**ORDINANCE 2010-1**  
**Amendment 1**

**AN ORDINANCE TO AMEND AN ORDINANCE FOR THE LICENSING, CONTROL, TAXATION, AND REGULATION OF THE RETAIL PACKAGE SALE OF MALT BEVERAGES AND WINE AND FOR THE RETAIL BY THE DRINK SALE FOR CONSUMPTION ONLY ON THE PREMISES WHERE SOLD OF DISTILLED SPIRITS, MALT BEVERAGES, AND WINE IN CLARKESVILLE, GEORGIA.**

**Sec. 6-40. Eligibility for issuance of a temporary special event license.**

- a) A temporary license may be issued to any person, firm or corporation, for a period of time not to exceed the maximum number of days available pursuant to State of Georgia regulations in any one year for an approved special event, but not to exceed three consecutive days at any one time regardless of State regulations. The person, firm or corporation must make application and pay the fee that may be required by the ordinances and shall be required to comply with all the general ordinances and the licensing regulations for a consumption on the premises establishment with the exception of the full service kitchen requirement.
- (b) The special event must meet the following criteria before the issuance of a temporary license to sell alcoholic beverages:
  - (1) The special event must be associated with and the benefit the cause of a charitable, local trade, or civic organization.
  - (2) The special event must receive approval from the city police department on crowd control and security measures.
  - (3) The special event must receive approval from the city manager or his/her designee on traffic control measures.
  - (4) The location at which the special event is to take place must be zoned for such use and the event approved for such use by the city planning department and the city fire department.
- (c) Any employee or volunteer of the special event licensee working the special event in any position dispensing, selling, serving, taking orders or mixing alcoholic beverages shall not be required to obtain an employee permit for the special event.
- (d) The chief of police or his/her designee may immediately revoke any temporary license for a special event if continued alcohol sales may endanger the health, welfare or safety of the public.
- (e) As a condition on the issuance of a temporary special event license, the licensee shall indemnify and hold the city harmless from claims, demands or causes of action that may arise from activities associated with the special event.