



TEMPORARY/SPECIAL EVENT PERMIT CHECKLIST (Dispensing Alcohol)

THE APPLICATION MUST BE SUBMITTED AT LEAST 10 DAYS PRIOR TO YOUR SCHEDULED EVENT. APPLICATIONS RECEIVED WITH LESS THAN 10 DAYS' NOTICE WILL NOT BE ACCEPTED OR PROCESSED. NO ADVERTISEMENTS OR FEE COLLECTION SHOULD BE DONE BY THE APPLICANT ONLINE OR ON SOCIAL MEDIA UNTIL THIS APPLICATION HAS BEEN REVIEWED AND APPROVED BY THE CITY OF PORT WENTWORTH. THIS IS NOT AN ALCOHOL LICENSE PLEASE SEE THE ALCOHOL BEVERAGE LICENSE APPLICATION IF YOU DO NOT HOLD AN ACTIVE ANNUAL LICENSE AND WANT TO SERVE ALCOHOL OUTSIDE OF A TEMPORARY SPECIAL EVENT. ALCOHOL LICENSE IS REQUIRED FOR A SPECIAL EVENT PERMIT (EXCLUDING NON-PROFIT).

- The application must be completed in its entirety. Please provide event flyers, routes, site plans, and any other supporting documents regarding the event.
- ALL commercial businesses and non-profit organizations, regardless of possessing an active city-issued alcoholic beverage license, MUST also apply for the State of Georgia's Special Event Liquor License on their website: <https://gtc.dor.ga.gov/> (This is NOT applicable to private events {i.e., weddings, family reunions, baby showers} unless a licensed business will be catering; in such case, the licensed catering business must apply for the State's Special Event Liquor License).
- Please provide a copy of your Certificate of Liability
- Contact the Business Registration department at 912-964-4379, to schedule an appointment to submit the application and pay the non-refundable fee \$50 (non-profit fee \$25) or email the form and supporting documents to business@portwentworthga.gov. We accept money orders, check, and debit/credit cards (Visa, Mastercard, Discover (No American Express) - 3.75% fee will apply). **This permit will only be issued for a maximum of 10 days.**
- If your event will have food vendors (i.e., food trucks), please make sure to mention this in your application and indicate that food will be sold/provided. **If food vendors are not indicated on the application, they will NOT be allowed at the event.** (If alcohol will not be served, this is not the correct form; please fill out the *Special Event Permit* application and contact us for more information).
- After submitting your application and payment, the Police Chief, Fire Chief, and if needed the Director of Parks and Recreation will review your application. At the time, each department head will make recommendations for approval or denial and indicate what special stipulations.
- A representative from the Business Registration department will contact you to inform you of the recommendations and/or stipulations required by each department and provide you with contact information, if needed, to coordinate the use of police officers, emergency management personnel, and/or park reservations.
- Contact all Department personnel, as mentioned previously, to schedule the use of off-duty officers and emergency staff, and/or to make park reservations as required.
- If approved, the Special Event Permit will be emailed and mailed to you within 2-3 business days after the approval date. If it is not approved and you would like to appeal the City's decision, please contact us at (912)-964-4379 or business@portwentworthga.gov.



TEMPORARY/SPECIAL EVENT PERMIT APPLICATION (Dispensing Alcohol)

1. APPLICANT'S INFORMATION:

Applicant's Name

Email Address

Applicant's Home Address

Telephone Number

Business Alcohol License #

Non-profit Name and IRS Status (if applicable) Do you attest that 80% of the proceeds benefit the non-profit? Yes No (please circle one)

2. EVENT INFORMATION: Type of Event? (Please circle one) OPEN (public) CLOSED (INVITATION ONLY)

Date of Event

Location of Event

Entry Fee (if any)

Starting Time of Event

Ending Time of Event

Estimated # of Participants

Description of Event – *if requesting the closing or use of city streets, please provide a map clearly marking the streets to be used.*

Will food be sold or given away? Yes No

If yes, please ensure that all vendors adhere to the regulations of the Chatham County Environmental Health Department.

NOTICE: The City of Port Wentworth may impose special stipulations of approval, including but not limited to, the requirement to hire adequate off-duty police personnel to ensure public safety.

Applicant's Signature

Date

Date Submitted: _____ Permit # _____ Fee Paid: \$ _____ Processed by: _____

Approved Denied Special Stipulations: _____

City Manager: _____



TEMPORARY/SPECIAL EVENT PERMIT APPLICATION (Dispensing Alcohol - Staff review page)

POLICE DEPARTMENT

The Police Department has reviewed your application and the details of the event. Based on their findings and the requirements of the Code of Ordinances of the City of Port Wentworth, the application is therefore recommended for:

Reviewed by: _____ Date: _____ Approved: Denial:

Comments/Concerns: _____

FIRE DEPARTMENT

The Fire Department has reviewed your application and the details of the event. Based on their findings and the requirements of the Code of Ordinances of the City of Port Wentworth, the application is therefore recommended for:

Reviewed by: _____ Date: _____ Approved: Denial:

Comments/Concerns: _____

PARKS & RECREATION DEPARTMENT (if applicable)

The Parks & Recreation Department has reviewed your application and the details of the event. Based on their findings and the requirements of the Code of Ordinances of the City of Port Wentworth, the application is therefore recommended for:

Reviewed by: _____ Date: _____ Approved: Denial:

Comments/Concerns: _____

