



## Application for Temporary Catering License

Revised August 17, 2017

*A temporary catering license authorizes a qualifying applicant to sell liquor by the drink at an establishment or location which is not otherwise licensed for such sales and at which alcohol is not normally served. Riverside City Code requires that an applicant seeking a temporary catering license must already be licensed to sell liquor by the drink by the State of Missouri and also, with limited exception, by Riverside or another Missouri municipality. This license application should be completed by the party or entity holding an existing license and not by the party or entity hiring or engaging the already licensed applicant.*

### **Applicant Information**

Name of Applicant: \_\_\_\_\_

If not an individual, name of contact person: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

If applicant is not an individual, Federal Employer Identification Number or other Tax Identification Number: \_\_\_\_\_

The applicant is licensed by the State of Missouri to sell liquor by the drink: YES or NO

Local jurisdiction by which applicant is licensed to sell liquor by the drink:  
\_\_\_\_\_

Check here if applicant licensed to sell liquor by the Missouri Gaming Commission: \_\_\_\_\_

## Event Information

Name of individual, organization or entity sponsoring event: \_\_\_\_\_

If not an individual, name of contact person: \_\_\_\_\_

Address of individual or organization: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Address or location of event: \_\_\_\_\_

Owner of location of premises where event will be held: \_\_\_\_\_

Contact name and telephone for owner of location/premises: \_\_\_\_\_

\_\_\_\_\_

Date(s) event is to be held: \_\_\_\_\_

(Event may not be more than 120 hours in total length)

Date on which event will end and license will terminate: \_\_\_\_\_

### Please attach the following to the application:

1. Copy of current liquor license certificate from the State of Missouri
2. Copy of current liquor license certificate from local municipality
3. If licensed by Missouri Gaming Commission, copy of such license certificate
4. License fee: \$15.00 multiplied by number of days for event: \_\_\_\_\_

**Select Regulations and Restrictions**

The following includes some, but not all, of the regulation and restrictions applicable to temporary catering licensees. All such licensees must comply with each and every regulation and restriction of the Riverside City Code.

- A. The sale or consumption of alcoholic beverages authorized by issuance of the license herein applied for at the function, occasion or event shall only take place during the hours at which alcoholic beverages may lawfully be sold or served upon premises licensed to sell alcoholic beverages for on-premises consumption, or at hours specified by the State and City liquor laws.
- B. Any license issued hereunder does not allow or authorize package sales of alcoholic beverages.
- C. No temporary catering license shall be issued for any function, event or occasion where an admission charge is made at the entrance or at the time thereof, except where the event is held strictly and solely by a charitable, religious, civic, service or professional organization which has had a preexisting membership for a reasonable time prior to the application for the license.

I HEREBY STATE, ACKNOWLEDGE AND AFFIRM THAT I HAVE PERSONAL KNOWLEDGE OF THE INFORMATION CONTAINED IN THIS APPLICATION AND THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT AND THAT I HAVE READ THE PROVISIONS OF THE CITY CODE REGULATING THE SALE OF LIQUOR IN THE CITY OF RIVERSIDE.

\_\_\_\_\_  
Signature of applicant or, if not an individual, signature of president of corporation, partner of partnership, member of LLC or authorized agent of other entity.

**\*\*\*\*\***

For use by city only – Please do not mark below this line

Date received:\_\_\_\_\_