

PICNIC/CATERING LIQUOR LICENSE

CATERING LICENSE: Allows a current State of Missouri liquor license holder to sell liquor by the drink at a function other than their licensed premises for a period not to exceed 168 consecutive hours (7 days).

PICNIC LICENSE: Allows a church, school, civic, service, fraternal, veteran, political, charitable club or organization to sell malt liquor at a picnic or similar gathering for a period not to exceed 7 days per year.

REQUIREMENTS:

1. Completed license application and license fee payment.
2. Statement/letter of permission from property owner where event is being held.

Completed application (and all applicable documentation) and payment may be dropped off at or mailed to:

City of Jefferson, John G. Christy Municipal Building

Attn: Business Licensing

320 E. McCarty Street, Room 202

Jefferson City, MO 65101

We also accept submittal of your application (and all applicable documentation) by email (billing@jeffersoncitymo.gov) or fax (573-634-6329) and subsequent credit or debit card payment by phone (573-634-6322).

Contact the Business License Administrator at (573) 634-6322 or billing@jeffersoncitymo.gov for any further questions.

BENEFICIAL REFERENCES:

1. To apply for a State of Missouri Liquor License, visit the Missouri Alcohol and Tobacco Control Department located at 1738 E. Elm St., Lower Level, Jefferson City, MO, or go to their website: <http://www.atc.dps.mo.gov>. Their phone number is (573) 751-2333.
2. To obtain a Cole County liquor license, go to the Cole County Annex Building located at 311 E. High St., Room 201, Jefferson City, MO. Their phone number is (573) 634-9104 and their website is: <http://www.colecounty.org/277/liquor-licenses>



OFFICE OF THE CITY LICENSE INSPECTOR
320 EAST MCCARTY ST.
JEFFERSON CITY, MO 65101
PHONE: (573)634-6322 FAX: (573)634-6329
EMAIL: BILLING@JEFFERSONCITYMO.GOV

**PICNIC/CATERING
 LICENSE
 APPLICATION**

YOU MAY NOT CONDUCT BUSINESS UNTIL BUSINESS LICENSE IS APPROVED AND ISSUED.
 LICENSE MUST BE TURNED IN **AT LEAST 3 BUSINESS DAYS** PRIOR TO CONDUCT OF BUSINESS.

PICNIC LICENSE: \$35.00 CATERING LICENSE: \$15.00 per day

DATE OF EVENT: _____

TIME OF EVENT: _____

ORGANIZATION and/or
 BUSINESS NAME: _____

ORGANIZATION and/or
 BUSINESS ADDRESS: _____

MO STATE SALES TAX I.D. #: _____

Phone # _____ Cell # _____

CONTACT PERSON: _____

EVENT DESCRIPTION: _____

ADDRESS WHERE EVENT WILL BE HELD: _____

DESCRIPTION OF EVENT PREMISES: _____

EMAIL: _____

I affirm that the information on this application is factual and, if granted, this license will be conducted in accordance with all applicable State and City laws.

SIGNATURE: _____ DATE: _____

PRINT NAME OF SIGNER: _____ TITLE OF SIGNER: _____

APPROVAL SIGNATURES (WE WILL OBTAIN THESE FOR YOU)

Director of Finance: _____ Date: _____

Individuals should contact the ADA Coordinator at (573) 634-6570 to request accommodations or alternative formats as required under the Americans with Disabilities Act. Please allow three business days to process the request.