

**City of Auburn**  
**SPECIAL TEMPORARY LIQUOR PERMIT APPLICATION**

*Please review the City of Auburn's liquor codes prior to completing this application*

**Attach to this application:**

1. Map of area where event is to be held (actual photograph or hand drawing accepted) – including a security plan that outlines where alcohol will be served, procedures for assuring no alcoholic beverages will be sold or delivered to minors, and documentation assuring alcoholic beverages will be served by person(s) 21 years of age or older.
2. Letter from owner of premises giving consent.
3. A check or money order for the appropriate fee (25.00 for license and \$15.00/each day permit used)
4. Copy of current dram shop liability insurance.

**PLEASE NOTE:**

*This completed application must be received in the City Office during normal business hours (Monday – Friday, 7:30 a.m. to 4:00 p.m.) at least twenty-one calendar days prior to first date of issuance of license or a \$50.00 late fee will apply. Applicants may not obtain a permit more than (6) times per calendar year.*

**(NO APPLICATION WILL BE ACCEPTED LESS THAN FIVE (5) DAYS PRIOR TO THE EVENT)**

**BUSINESS DETAILS:**

NAME OF ESTABLISHMENT \_\_\_\_\_  
BUSINESS ADDRESS \_\_\_\_\_

NAME OF MANAGER \_\_\_\_\_  
PHONE NUMBER(S) \_\_\_\_\_  
CONTACT PERSON FOR EVENT IF DIFFERENT THAN MANAGER \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

**EVENT DETAILS**

Date(s) of event \_\_\_\_\_  
Hours of event (If permit request is for multiple days, list hours to be used each day) \_\_\_\_\_

Describe the area where the event is to be held (MAP MUST BE INCLUDED)  
\_\_\_\_\_  
\_\_\_\_\_

Purpose of Event \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

**For Office Use Only:**

Date of Council Meeting: \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Duration of Permit: \_\_\_\_\_

Initial of City Representative \_\_\_\_\_

Permit Number \_\_\_\_\_/6