

CITY OF AUBURN
TEMPORARY LIQUOR LICENSE PERMIT APPLICATION

REQUIRED WITH THIS APPLICATION:

PLEASE REVIEW THE CITY OF AUBURN'S LIQUOR CODES PRIOR TO COMPLETING THIS APPLICATION

1. Provide a map of the area where the event is to be held (actual photograph or hand drawing accepted)
2. Provide a letter from the owner of the premises giving consent
3. Include a security plan pre-approved from the Auburn Police Chief, that outlines where alcohol will be served.

AUBURN POLICE CHIEF SIGNATURE _____ DATE: _____

4. Provide procedures for assuring no alcoholic beverages will be sold or delivered to minors
5. Provide documentation assuring alcoholic beverages will be served only by person(s) 21 years of age or older
6. A check or money order for the appropriate fee (\$25.00 for license and \$15.00/each day permit is used
7. 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, 7:30am-4:00pm) at least (21) twenty-one calendar days prior to the first date of issuance of the license or a \$50.00 late fee will apply. ***NO APPLICATION WILL BE ACCEPTED LESS THAN 5 DAYS PRIOR TO THE EVENT.***

EVENT INFORMATION:

Business Contact Name & Number _____

Event Address _____

Provide DATES and TIMES _____

Purpose of Event _____

Describe event area:
(Map required showing area to be closed / barricade locations)

Anticipated size of this event? _____

Are utilities needed (water, power etc)? _____

Is City equip required? (Picnic tables, electrical boxes etc)? _____

Is Police presence requested? _____

Is a noise permit needed? IF YES, provide the times when amplified sound will BEGIN and END

MANAGER AND SECONDARY CONTACT INFORMATION

Business Contact Signature _____ Phone _____

Secondary Contact name _____ Phone _____

For Office Use Only:

Mayor's Approval _____ Date: _____

Denied: _____ Date: _____

Date Paid: _____

Amount Paid: _____