



# City of Evanston

## Catering Permit Application

### \$25.00 Fee Per Day

**CITY of EVANSTON**

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

Address of Applicant: \_\_\_\_\_

Event or Purpose of Application: \_\_\_\_\_

Address or Location of Event: \_\_\_\_\_

Name of Person Responsible for Event: \_\_\_\_\_

Phone: \_\_\_\_\_ Will coolers be allowed at event?  Yes  No

Will minors be attending the event?  Yes  No If yes, how will you be checking ID's prior to dispensing alcohol? \_\_\_\_\_

Name of Server:: \_\_\_\_\_ TIPS Trained?  Yes  No Video Trained?  Yes  No  
Date: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Server:: \_\_\_\_\_ TIPS Trained?  Yes  No Video Trained?  Yes  No  
Date: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Server:: \_\_\_\_\_ TIPS Trained?  Yes  No Video Trained?  Yes  No  
Date: \_\_\_\_\_ Date: \_\_\_\_\_

Alcohol will be served:	<u>Date</u>	<u>Beginning</u>	<u>Ending</u>
_____	_____	a.m. / p.m.	_____ a.m. / p.m.
_____	_____	a.m. / p.m.	_____ a.m. / p.m.
_____	_____	a.m. / p.m.	_____ a.m. / p.m.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

For City Use Only	Date Received _____ Amount \$ _____
	Submitted to Police _____ Approved _____ Denied _____
	Submitted to City Clerk _____ Approved _____ Denied _____
	Special Conditions _____ _____

## **City Ordinance**

Section 4-38(a) of the Evanston Municipal Code: Any person who sells, furnishes, gives or causes to be sold, furnished or given away any alcoholic liquor or malt beverage to any person under the age of twenty-one years, is guilty of a misdemeanor and can be fined \$750.00 and/or six months in jail.

### **Catering Permit Rules**

- A Catering Permit authorizes the sale of alcoholic and malt beverages and can only be issued to a person holding a retail liquor license or a resort liquor license. No licensee holding a catering permit shall sell or permit consumption of any alcoholic or malt beverages off the premises described in the permit.
- The permit applicant shall strictly adhere to the requirements imposed by the city council and with the state statutes, particularly those dealing with sales to persons under the age of twenty-one years and consumption of alcoholic liquor or malt beverages off the licensed premises. The permit holder shall take reasonable precautions to ensure that alcohol is not sold or furnished to anyone under the age of twenty-one years .
- For any events being held on properties or in facilities that are owned or managed by Evanston Parks and Recreation, prior authorization must be obtained by that organization before the permit holder can apply for a catering permit.
- For events being held at a public facility, no alcohol will be served after 11:30 pm. If an event needs extended serving hours, the group organizer or caterer can request that city council consider allowing them extended hours for that event.
- The permit holder shall make certain that at least one person serving alcohol during the entirety of the event has successfully completed the Alcohol Server Training Program promulgated by the State of Wyoming and that all other persons, who serve or deliver alcoholic or malt beverages at the event, have viewed the training video approved by the police department, prior to the event.
- The event organizer shall consider the impact that the event may have on surrounding neighborhoods and when needed, communicate with residents and businesses that may be impacted by the event. Some examples would include, but not limited to, parking, traffic flow, loud music/announcers and closures of streets.