



Temporary/Special Event Permit Application (Dispensing Alcohol)

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Updated **APR 2025**

NOTICE TO APPLICANT

Applications must be submitted at least thirty (30) days prior to the event, no exceptions. Applications received with fewer than thirty (30) days' notice will neither be accepted, nor processed. No advertisements, fee collection, or orders should be made by the applicant (including online and on social media) until this application has been approved by the City's Mayor and Council.

- The application must be completed in its entirety. To speed up the process, please attach proposed event flyers, routes, maps, and any other supporting documents related to the event.
- All commercial businesses and non-profit organizations, regardless of possessing an active city-issued alcoholic beverage license, must also apply for the State of Georgia's Special Event Liquor License on their website:** https://gtc.dor.ga.gov/_/ (This is NOT applicable to private events [i.e., weddings, family reunions, baby showers] unless a licensed business will be catering; in such case, the licensed catering business must apply for the State's Special Event Liquor License).
- All applicants must visit the Pooler Police Department to have a background check completed, available Mondays and Wednesdays from 9:00 a.m.-4:30 p.m. and Fridays from 9:00 a.m.-12:00 p.m. There is a \$30 fee (subject to change). Questions may be directed to (912) 748-7333.
- Contact Business Registration at (912) 748-7261, ext. 118, to schedule an appointment to submit the application and background check and pay the non-refundable fee (\$100/day plus \$20 administrative fee) or email the form with supporting documents to finance@pooler-ga.gov and make a phone payment with a card (Visa or MasterCard only). This permit is issued for a maximum of two (2) days.
- If seeking a waiver of fees, please indicate this on the application and attach, if applicable, your 501(C)(3) IRS letter. Please note that only Mayor and Council can waive fees.
- If your event will have food vendors (i.e., food trucks), state so on the application and indicate that food will be sold/provided. If food vendors are not indicated on the application, **they will not be allowed at the event.** (If alcohol will not be served, this is not the correct form; please fill out the Special Event Permit application or contact us for more information).
- The Zoning Administrator, Police Chief, and Fire Chief will review your completed application. At that time, each will make a recommendation for approval or denial and indicate what special stipulations, if any, must be completed prior to the application being presented to Mayor and Council. Following, Business Registration will contact you to inform you of the recommendation made and/or stipulations required by each department and provide you with contact information, if needed, to coordinate the use of police officers and/or emergency management personnel. You, the applicant, will contact all department personnel to schedule the use of staff as required.
- Business Registration will contact you to inform you when your Temporary/Special Event Permit application will be reviewed by the Mayor and Council (during a regularly scheduled council meeting). Please make plans to attend this meeting.
- If approved, the permit will be emailed and mailed to you within 2-3 business days of the council meeting and a copy of your permit will be uploaded to the State's website. **Please note that all alcohol must be purchased from a wholesaler and not from a liquor store.** If your event permit is not approved and you would like to appeal, contact finance@pooler-ga.gov



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OFFICE USE ONLY

Date Received: _____ Received by: _____ Fee Paid: \$ _____

Approved Denied Special Stipulations: _____

Meeting Date: _____ Mayor's Signature: _____

Event Information

Name of Event _____ Event Location _____ Entry Fee (if applicable) _____

Event Date _____ Event Start Time _____ Event End Time _____

Description of Event _____ Estimated Participants _____

Type of Event: Open (Public) Closed (Invitation Only) Will food be sold or given away? Yes No

Applicant Information

Applicant Full Legal Name _____ Driver's License & State _____

Date of Birth & Place of Birth (City, State, Country) _____ SSN _____

Race _____ Sex _____ Height _____ Weight _____ Hair Color _____ Eye Color _____

Physical Home Address _____

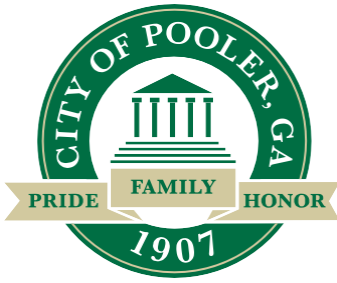
Mailing Address (if different) _____

Email _____ Phone _____

Business Information

Legal Structure of Entity: Sole Proprietor Corporation LLC Partnership

Legal Business Name _____ DBA (if applicable) _____



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FEIN

GA Tax ID Number (STIN)

Non-Profit Name and IRS Status (if applicable) Attest 80% of the proceeds benefit the non-profit? Yes No

Criminal History

Warning: Failure to make full disclosure in responses to these questions may result in denial or subsequent revocation of the license. If the answer to any question in this section is "yes" for the applicant or any person connected with or having an interest in said business, attach an explanation describing the circumstances in detail.

Has the applicant or any person with or having an interest in said business:

- Ever been convicted of any criminal violation or city ordinance violation other than a traffic violation?
 No Yes
- Ever served time in prison or other correctional institution?
 No Yes
- Ever had an alcoholic beverage license suspended or revoked at any time in any locality?
 No Yes
- Ever previously or currently held/hold a license to sell wine, beer and/or distilled spirits/liquor? (If yes, complete question 5. If no, skip question 5.)
 No Yes
- If yes to question 4, were there any violations of any law, regulation or ordinance relating to such business?
 No Yes

Before the undersigned attesting officer duly authorized to administer oaths, personally comes the applicant for a license to conduct the sale of alcoholic beverages in the City of Pooler, says that the information given, and the statements made in this application are true, correct, and complete under penalty of law.

Applicant Name

Applicant Signature

Date

Notary Public

Subscribed and Sworn This Day Of

Seal

Notary Name

Notary Signature

Commission Expiration



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Classifications

RETAIL (new applications received after July 1 st rates are prorated to 50% off)					
CLASS	CLASSIFICATION	LIQUOR, BEER & WINE	BEER & WINE	BEER ONLY	TOTAL
A	Retail Package	<input type="checkbox"/> 1 \$1850	<input type="checkbox"/> 2 \$800	<input type="checkbox"/> 3 \$600	
B	Consumption On-Premises	<input type="checkbox"/> 1 \$2150	<input type="checkbox"/> 2 \$1000	<input type="checkbox"/> 3 \$750	
WHOLESALE					
CLASS	CLASSIFICATION	PRICE		TOTAL	
C	Liquor	<input type="checkbox"/> \$3200			
D	Beer & Wine	<input type="checkbox"/> \$1900			
MANUFACTURERS					
CLASS	CLASSIFICATION	PRICE		TOTAL	
E	Brewer, manufacturer of malt beverages	<input type="checkbox"/> \$1075			
G	Manufacturer of wine	<input type="checkbox"/> \$2250			
H	Distiller, manufacturer of distilled spirits	<input type="checkbox"/> \$2250			
HOTELS, EVENT VENUES, & CATERERS					
CLASS	CLASSIFICATION	PRICE		TOTAL	
F1	Hotel	<input type="checkbox"/> \$2500			
F2	Special event venue	<input type="checkbox"/> \$2000			
L	Consumption off-premises, Caterer	<input type="checkbox"/> \$1500			
SPECIAL EVENTS & COMPLIMENTARY ALCOHOL					
CLASS	CLASSIFICATION	PRICE		TOTAL	
I	Temporary/Private Event (max 2 days)	<input type="checkbox"/> \$100/day			
J	Home Brew Special Event (max 2 days an 6 days per annum)	<input type="checkbox"/> \$100/day	OUT-OF-CITY CATERERS <input type="checkbox"/> \$50/day (+ 3% excise tax)		
K	Complimentary Beer & Wine	<input type="checkbox"/> \$250			
ADD-ON LICENSES					
CLASS	CLASSIFICATION	APPLICABLE LICENSES	PRICE	TOTAL	
A	Brewpub	B1, B2, B3, E	<input type="checkbox"/> \$850		
C1	Sunday Sales (Retail)	A1, A2, A3, C, D, E, F1, F2, G, H	<input type="checkbox"/> \$750		
C2	Sunday Sales (11:00 a.m.)	B1, B2, B3, F1, F2	<input type="checkbox"/> \$1000		
D	Tasting Event (must notify 5 days prior and 52 max events per annum)	A1, A2, A3	<input type="checkbox"/> No fee		
NEW APPLICATION FEES					
CLASS	FEES	GRAND TOTAL (add all above selections and application fees)			
A1 - H & L	<input type="checkbox"/> \$290				
I, J & K	<input type="checkbox"/> \$20				



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PLANNING & DEVELOPMENT USE ONLY

The Planning & Development Department has reviewed and examined the application. Based on the findings and the requirements of the Zoning Ordinance of the City of Pooler, the application is therefore recommended for:

PIN: _____ Zoning: _____

Approved Denied Reviewed by: _____ Date: _____

Comments: _____

POLICE DEPARTMENT USE ONLY

The Police Department has reviewed the application, disclosure, and criminal histories of the applicant(s). Based on the findings and the requirements of the Code of Ordinances of the City of Pooler, the application is therefore recommended for:

Approved Denied Reviewed by: _____ Date: _____

Comments: _____

FIRE-RESCUE SERVICES USE ONLY

Fire-Rescue Services have reviewed the application, disclosure, and criminal histories of the applicant(s). Based on the findings and the requirements of the Code of Ordinances of the City of Pooler, the application is therefore recommended for:

Approved Denied Reviewed by: _____ Date: _____

Comments: _____