



Special Event Permit Application (Licensed Alcohol Service)

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Updated MAY 2026

OFFICE USE ONLY

Permit Number: _____ Date Received: _____ Received by: _____

Fee Paid: \$ _____ ☐ Approved ☐ Denied Special Stipulations: _____

Meeting Date: _____ Mayor's Signature: _____

NOTICE TO APPLICANT

Applications must be submitted at least thirty (30) days prior to the event. Applicants may not post advertisements, collect fees, or place orders, including online or via social media, until the application is approved by Mayor and Council.

- ☐ Submit a complete application with all required materials (e.g., flyers, routes, maps).
- ☐ **Commercial businesses and nonprofits, regardless of holding a city-issued alcohol license, must obtain a Georgia Special Event Liquor License (<https://gtc.dor.ga.gov/>).** Not required for private events unless a licensed vendor serves alcohol; in that case, the vendor must apply.
- ☐ Complete a background check at the Pooler Police Department (Mon/Wed 9:00 a.m.– 4:30 p.m.; Fri 9:00 a.m.–12:00 p.m.). Fee: \$30 (subject to change). Call (912) 748-7333 with questions.
- ☐ Submit your application and background check to Business Registration at (912) 748-7261, ext. 119, or at finance@pooler-ga.gov. Online payments may be made at www.poolerpay.com or in person once an invoice has been generated. Fee: \$100/day+\$20 admin fee (non-refundable). Permits are issued for a maximum of two (2) days.
- ☐ To request a fee waiver, indicate this on the application and attach your 501(c)(3) letter. Waivers require Mayor and Council approval.
- ☐ Confirm whether food vendors will be participating and provide a list of vendors, if available. If food vendors are not disclosed on the application, they will not be permitted to operate during the event. If no alcohol will be served, use the standard Special Event Permit Application (No Alcohol Service).
- ☐ Zoning, Police, and Fire will review your application and provide approval/denial recommendations and any required stipulations. Business Registration will notify you of outcomes and provide contacts; applicants must coordinate directly with required personnel. Applicants will be responsible for scheduling and paying for required services.
- ☐ 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, your permit will be emailed and mailed within 2–3 business days, and a copy will be uploaded to the state site. Alcohol must be purchased from a wholesaler (not a liquor store). To appeal a denial, email finance@pooler-ga.gov.
- ☐ Please note that the use of signage, fireworks, temporary structures, and/or other regulated activities may require additional applications and fees with other departments.

Event Information

Event Name	Event Date	Event Start/End Time
Event Address/Location		Entry Fee (if applicable)



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Number of Participants

Number of Vendor Spaces

Number of Staff/Volunteers

Event Description (attach additional pages if needed; include site or route map if applicable)

Event type: ☐ Open (Public) ☐ Closed (Invitation Only)

Food sold or given away? ☐ No ☐ Yes (If "No" is selected, vendors will not be permitted.)

Alcohol served? ☐ No ☐ Yes **(If no, STOP, you have the wrong form.)**

Amplified sound (live band, DJ, PA system)? ☐ No ☐ Yes If yes, describe: _____

Vehicles? ☐ No ☐ Yes If yes, describe: _____

Signage or artificial lighting? ☐ No ☐ Yes If yes, describe: _____

Temporary structures (stages, tents, inflatables)? ☐ No ☐ Yes If yes, describe: _____

Fireworks or pyrotechnics? ☐ No ☐ Yes If yes, describe: _____

Special effects (drones, fog machines)? ☐ No ☐ Yes If yes, describe: _____

Use of City water source (hydrant, temp water service)? ☐ No ☐ Yes If yes, additional fees/permitting may apply.

Applicant Information

Applicant Full Legal Name

Driver's License & State

Applicant Date of Birth & Place of Birth (City, State, Country)

SSN

Race

Sex

Height

Weight

Hair Color

Eye Color

Applicant Physical Home Address

Applicant Phone

Applicant Mailing Address (if different)

Applicant Email

Business Information

Legal Structure of Entity: ☐ Sole Proprietor ☐ Corporation ☐ LLC ☐ Partnership

Legal Business Name

DBA (if applicable)

FEIN

GA Tax ID Number (STIN)



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Is the business a non-profit? ☐ No ☐ Yes If yes, IRS status (if applicable): _____

Will 80% of event proceeds benefit the non-profit? ☐ No ☐ Yes If yes, attest: _____

Requesting non-profit application fee waiver? ☐ No ☐ Yes If yes, provide copy of 501(c)(3) documentation.

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:

1. Ever been convicted of any criminal violation or city ordinance violation other than a traffic violation?
☐ No ☐ Yes
2. Ever served time in prison or other correctional institution?
☐ No ☐ Yes
3. Ever had an alcoholic beverage license suspended or revoked at any time in any locality?
☐ No ☐ Yes
4. 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
5. 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
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Notary Public

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



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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: _____



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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: _____



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ADMINISTRATIVE USE ONLY

A City Manager has reviewed the application. Based on their findings and the Code of Ordinances, the

event is recommended for: ☐ Approval ☐ Denial Date: _____ Reviewed by: _____

Comments/Concerns: _____
