



# Special Event Permit Application (Temporary Alcohol Service)

Page 1 of 8

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 must obtain a State of 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](mailto:finance@pooler-ga.gov). Online payments may be made at [www.poolerpay.com](http://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](mailto: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) |                      |



# Special Event Permit Application (Temporary Alcohol Service)

Page 2 of 8

Updated **MAY 2026**

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)



# Special Event Permit Application (Temporary Alcohol Service)

Page 3 of 8

Updated **MAY 2026**

FEIN

GA Tax ID Number (STIN)

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

## Notary Public

Subscribed and Sworn This Day Of

Seal

Notary Name

Notary Signature

Commission Expiration



# Special Event Permit Application (Temporary Alcohol Service)

Page 4 of 8

Updated MAY 2026

## Classifications

| RETAIL<br>(new applications received after July 1 <sup>st</sup> 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<br>(max 2 days an 6 days per annum)          | <input type="checkbox"/> \$100/day | <b>OUT-OF-CITY CATERERS</b><br><input type="checkbox"/> \$50/day<br>(+ 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<br>(add all above selections and application fees)                        |                                  |       |
| A1 – H & L                                                                                     | <input type="checkbox"/> \$290                                       |                                    |                                                                                       |                                  |       |
| I, J & K                                                                                       | <input type="checkbox"/> \$20                                        |                                    |                                                                                       |                                  |       |



# Special Event Permit Application (Temporary Alcohol Service)

Page 5 of 8

Updated **MAY 2026**

## 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: \_\_\_\_\_



# Special Event Permit Application (Temporary Alcohol Service)

Page 6 of 8

Updated **MAY 2026**

## 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: \_\_\_\_\_



# Special Event Permit Application (Temporary Alcohol Service)

Page 7 of 8

Updated **MAY 2026**

## 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: \_\_\_\_\_



# Special Event Permit Application (Temporary Alcohol Service)

Page 8 of 8

Updated **MAY 2026**

## 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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_