



Special Event Permit Application (Temporary Alcohol Service)

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Updated OCT 2026

OFFICE USE ONLY

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

Fee Paid: \$ _____ ☐ Approved ☐ Denied City Manager Signature: _____

Stipulations: _____

NOTICE TO APPLICANT

Applications must be submitted **at least 30 days before the event**. Advertising, collecting fees, or placing orders—including online or social media—is prohibited until the application is approved and a permit is issued.

- ☐ Submit application **with all supporting documents, flyers, maps/routes, and sanitation plans**.
- ☐ Commercial businesses and nonprofits must obtain a Georgia Special Event Liquor License, even if they hold a Pooler alcohol license. Private events are exempt unless a licensed vendor serves alcohol; in that case, the vendor must apply at [Georgia Tax Center](#).
- ☐ 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 the application and background check to Business Registration at (912) 748-7261, ext. 119, or finance@pooler-ga.gov. The non-refundable fee is \$100 per day plus a \$20 administrative fee. Permits are limited to two days. Payment may be made online at www.poolerpay.com or in person after an invoice is generated.
- ☐ Request fee waivers on the application and attach a valid IRS 501(c)(3) determination letter.
- ☐ Indicate whether food vendors will be present. Vendors not disclosed may not operate at the event.
- ☐ If alcohol will not be served, use the standard Special Event Permit Application (No Alcohol Service).
- ☐ Obtain any additional permits required for signs, fireworks, tents, canopies, or other regulated

activities. **Step 1:** Submit the completed application, background check, and all required supporting

Step 2: Business Registration will generate an invoice for applicable fees. Pay online at www.poolerpay.com or in person.

Step 3: Zoning, Police, and Fire will review the application and recommend approval or denial, including any required conditions.

Step 4: Business Registration will notify you of recommendations and required conditions. If police or emergency management services are needed, contact information will be provided for coordination. The applicant is responsible for scheduling and paying for these services.

Step 5: If approved, the permit will be emailed and mailed within five (5) business days, and a copy will be uploaded to the state website. Alcohol must be purchased from a wholesaler, not a retail liquor store. To appeal a denial, contact finance@pooler-ga.gov.

Event Information

Event Name	Event Date	Event Start/End Time
Event Address/Location		Event Entry Fee



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Number of Participants

Number of Vendor Spaces

Number of Staff/Volunteers

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

Event type: ☐ Open (Public) ☐ Closed (Invitation Only) Publish on city's website event calendar? ☐ No ☐ Yes

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

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
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			GRAND TOTAL (add all above selections and application fees)
CLASS	FEES		
A1 – H & L	☐	\$290	
I, J & K	☐	\$20	



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POLICE DEPARTMENT USE ONLY

The Police Department 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: _____



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FIRE-RESCUE SERVICES USE ONLY

Fire-Rescue Services 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: _____



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PARKS & RECREATION USE ONLY (IF APPLICABLE)

Parks & Recreation 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: _____



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PLANNING & DEVELOPMENT USE ONLY (IF APPLICABLE)

Planning has reviewed the application. Based on their findings and the Code of Ordinances, the

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Comments/Concerns: _____



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FINANCE USE ONLY (IF APPLICABLE)

Finance 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: _____
