

CLASS V ALCOHOL BEVERAGE LICENSE APPLICATION PROCEDURES

Only Licensed Alcoholic Beverage Caterers, as defined in O.C.G.A 3-11-1(2) or bona fide nonprofit civic organizations, as defined in O.C.G.A. 3-9-5, are authorized to obtain a Class V Alcohol Beverage License.

Sale and/or serving of alcoholic beverages at a one-time special event shall require a Licensed Alcoholic Beverage Caterer or a bona fide nonprofit civic organization to obtain a Class V Alcohol Beverage License for consumption on premise.

Class V License fees paid no later than thirty (30) days from the first day of the event. Applications will not be accepted if submitted less than thirty (30) days prior to the event.

Determine the type of event in which alcohol will be sold/served.

- **One-time** is a private event of no more than three (3) days duration in which alcohol is served/sold by a Licensed Alcoholic Beverage Caterer or bona fide nonprofit organization.
- **Public** is an event no more than three (3) days duration in which the public is invited.
- **Quasi-public** is a private event of no more than three (3) days duration, held in a public place, with the potential to attract the notice of people not a part of the event.

The local license is only valid with a State of Georgia Special Event Permit

STEP 1: COMPLETE APPLICATION

- Complete, sign, and notarize application
- Attach required documentation
- Background check is required

STEP 2: PAYMENT

- Submit completed application packet for review
- Pay processing fee in accordance with the City's fee schedule

STEP 3: REVIEW

- Business License Department

STEP 4: APPROVAL

- Upon satisfactory completion, application will be presented to Mayor & Council during a regularly scheduled council meeting, applicants will be contacted to arrange certificate pick up