



Non-profit Special Event Application

Neighborhood Services Department
Regulated Industries Division
635 Woodland, Suite 2101
Kansas City, Missouri 64106 (816) 513-4561

Name of event: _____

Nonprofit Organization Name: _____

Applicant's name: _____ Phone number: _____

Applicants email address: _____

Complete the following based on where the event will be held

Date(s) of event: _____ Time(s) of event: _____

Location: _____
Street address Zip code

Names and phone numbers of two people who will be onsite managing this event

Name: _____ Phone number: _____

Name: _____ Phone number: _____

Property owner: _____ Phone number: _____

Event type: concert reception other: _____ **Number of attendees expected each day** _____

Type of alcohol to be served (see #2 on page 2): full drink malt liquor and light wine (14 percent alcohol or less)

List all to be provided: DJ/band (see #12 on page 2) music (see #12 on page 2) dancing (see #3 on page 2)

food/mixed drinks (see #11 on page 2) tent (see #10 on page 2) street closing (see #14 on page 2)

Location of event: indoors outdoors public park (see #15 on page 3) other: _____

If event will be held outdoors, list the type of barricade that will be used to enclose the event: plastic snow fence

chain link wood barricade steel bike racks other: _____

If the event will be held outdoors, list the number of portable toilets that will be onsite during the event: _____

Security requirements (see #8 on page 2) security will be: armed unarmed Number of officer's onsite: _____

Security company: _____ Phone: _____

THE FOLLOWING ITEMS MUST BE SUBMITTED TO RECEIVE A CATERING PERMIT

- Application & all other required documentation submitted prior deadline** (see #4 on page 2 for more information)
- EventHub** – For outdoor events, you must apply for a “KCMO Outdoor Event Permit” and have a “PENDING” status (visit www.kceventhub.org for more information)
- \$15 Dance hall permit** (see #3 under “requirements”)
- \$15 permit fee** – fee is per calendar day and the permit is good for up to seven (7) consecutive days
- \$10 Jackson County permit fee** – only if the event is located in Jackson County
- State temporary picnic permit** (see #1 & 2 under “requirements”)
- Property owner approval** (see #6 under “requirements”)
- Contract/Agreement** between licensed wholesaler or manufacturer & event sponsor (see #2 under “requirements”)
- Security contract** outlining the details of security during the event (see #8 under “requirements”)
- Detailed diagram** of the layout of the premises (see #9 under “requirements”)
- Tax clearance statement** in non-profit organizations name – City of Kansas City, Missouri, Finance Department
- Health permit or temporary health permit** (see #11 under “requirements”)
- Noise permit** (see #12 under “requirements”)
- Street festival permit** (see #14 under “requirements”)
- Fire permit / place of assembly permit** (see #10 under “requirements”)
- Certificate of Occupancy/Occupant Load Certificate/Temporary Use Permit** (see #13 under “requirements”)
- Parks & Recreation approval letter** allowing park access (see #15 under “requirements”)

I agree to permit entry to any officer or investigator who may have legal authority for the purpose of inspection or search. I further agree to comply with the ordinances of the City of Kansas City, Mo., and the laws of the State of Missouri.

I, _____, do swear that the information given in this application is true and correct to the best of my knowledge and belief.

Signature of Managing officer, sole owner, partner or corporate officer

Date

----- **FOR OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE** -----

Application: approved disapproved _____ Date _____
Regulated Industries Division Manager/Designee signature

Permit: issued not issued _____ Date _____
Regulated Industries Division Manager/Designee signature

Requirements & policies governing catered events

1. **State License** – You must make application for and receive a temporary picnic permit (liquor license) from the State of Missouri Division of Alcohol & Tobacco Control prior to the issuance of the catering permit from Regulated Industries Division. **State of Missouri Division of Alcohol & Tobacco Control**
2. **State/City Regulations** – As outlined in Section 311.280 of the Missouri State Statute, all alcohol sold or given away during the event must be purchased from a licensed wholesaler or manufacturer within the State of Missouri. As outlined in Section 311.332.5 of the Missouri State Statute, manufacturers, wholesalers, retailers and unlicensed persons may donate wine in the original package to a charitable or religious organization as defined in section 313.005, RSMo, or educational institution for the sole purpose of being auctioned by the organization or institution for fund-raising purposes, provided the auction takes place on a retail-licensed premises and all proceeds from the sale go into a fund of an organization or institution that is unrelated to any licensed retail operation. **State of Missouri Division of Alcohol & Tobacco Control.**
3. **Dance Hall Permit** – If there will be dancing at the event, a dance hall permit is required and can be obtained from Regulated Industries Division (**\$15 per day**).
4. **Application Deadline** – Applications must be filed with Regulated Industries Division at least 10 weekdays prior to the date that the scheduled function, occasion, or event is to take place. **Sec 10-138(a)**
5. **Permit Expiration** – Non-profit organization temporary permits shall be effective for a period not to exceed seven (7) consecutive days. The permit shall be issued only for the calendar days named therein and shall not authorize the sale of intoxicating liquor for more than twelve days in a calendar year by any such club or organization. **Sec 10-138(a)**
6. **Property Owner Approval** – A copy of the written approval between the owner or manager of the property and the applicant stating the location, dates, and times for which the function, occasion, or event is to take place is approved. **Section 10-33 & Section 10-105(a)(3)(l)**
7. **Contract / Agreement Letter** – A copy of the contract/agreement letter between the Kansas City, Missouri, sales-by-the-drink licensee applying for the catering permit and the sponsor for the function, occasion, or event. **Section 10-33 & Sec 10-105(a)(3)(m)**
8. **Security Requirements** – A copy of the security contract must be submitted which specifies the number of security officers provided for the event, a breakdown of times when security will be present, and the specific areas onsite where security will be stationed. **Section 10-33 & Section 10-105(a)(3)(e)**
9. **Diagram** – Provide a diagram of the proposed site and include all points of service where the alcoholic beverages will be sold or served, the points of service from which alcoholic beverages will be sold or served, and the location where security personnel will be stationed during the event to include all entrances and exits while the function, occasion or event is operating. If the event is to be held outside, a description of the barriers used to contain the event to prevent people from removing alcoholic beverages from the premises and the location of any outdoor seating, stages, portable toilets and traffic barriers. **Section 10-33 & Sec 10-105(a)(3)(n)**
10. **Fire Permit/Place of Assembly Permit** – A Fire Permit (indoor event) or Place of Assembly Permit (outdoor event if a tent is used) may be needed from the **KCMO Fire Marshal's Office. Section 10-33 & Section 10-105(a)(3)(c)**
11. **Health Permit** – A **health permit** or **temporary event health permit** may be needed from the **KCMO Health Department. Section 10-33 & Section 10-105(a)(3)(c).** A health permit is required:
 - a. If the premise has a health permit and food will be cooked in the kitchen but will be brought outside to be served to guests by setting up equipment (coolers, chafing dishes, hotboxes) to hot/cold hold and dispense, portion, or serve food *outside* the permitted facility.

- b. If the premise has a health permit but the food is cooked and served outside, a temporary event permit is required to cook and/or prepare the food outside of the permitted facility.
 - c. If an existing restaurant-bar is catering alcohol onto an unlicensed premise where mixed drinks or wine will be served, a catering permit or temporary event permit is required depending on the type of event.
 - d. If an existing restaurant-bar is catering *alcohol & food* onto an unlicensed premise, their existing health permit will not cover the event as they will need to apply for either a catering permit or temporary event permit depending on the type of event.
- 12. Noise Permit for outdoor events** – If live or amplified music will take place, a noise permit may be required from the **KCMO Health Department. Section 10-33 & Section 10-105(a)(3)(c)**
- 13. City Planning & Development Director’s Approval** – A **Certificate of Occupancy, Occupant Load Certificate, or, Temporary Use Permit (TUP)** may be required from the **KCMO City Planning & Development Department. Section 10-33 & Section 10-105(a)(3)(c)**
- 14. Street closure** – If a public street will be blocked off, a street festival permit may be required from the **KCMO Public Works Department. Section 10-33 & Section 10-105(a)(3)(c)**
- 15. Public Park** – If the event is to be held in a public park, you will need authorization from the **KCMO Board of Parks and Recreation Commissioners. Section 10-33 & Section 10-105(a)(3)(c)**
- 16. Proof of Permit** – It is mandatory that both a city permit and state license must be available for display upon request of any law enforcement officer and/or investigator designated by the director for any catered event. **Section 10-33 & Section 10-105(a)(2)**
- 17. Additional Rules & Regulations** – The director is hereby authorized and empowered to issue licenses and permits for the manufacture or sale of alcoholic beverages, at wholesale or retail and C.O.L., and may issue the licenses to applicants who have complied with the terms of chapter 10 and have paid the necessary license or permit fee. The director shall have power to make reasonable rules, regulations and orders as may be necessary and feasible, consistent with the provisions of chapter 10 of the Code of Ordinances of the City of Kansas City, Missouri. **Sec 10-33**

9-27-2023