



Municipal Market Vendor Permit Application

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

DBA name of business on state liquor license: _____

Applicant's name: _____ Phone number: _____
Managing officer, sole owner, partner, or corporate officer ONLY

Complete the following based on where the event will be held

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

Location: _____
Street address Zip code

Type of alcohol to be served (see #1 & 2 on page 2): [] Wine [] Malt beverages [] Distilled spirits

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

Name: _____ Phone number: _____

Name: _____ Phone number: _____

Property owner: _____ Phone number: _____

THE FOLLOWING ITEMS MUST BE SUBMITTED TO RECEIVE A STATE LETTER OF APPROVAL

- \$15 permit fee** – fee is per calendar day and the permit is good for up to 120 consecutive hours
- \$10 Jackson County permit fee** – fee is per calendar day and the permit is good for up to 120 consecutive hours
- State liquor licenses** (see #1 under “requirements”)
- State temporary liquor permit** (see #2 under “requirements”)
- Property owner approval** (see #5 under “requirements”)
- Diagram** (see #6 under “requirements”)
- Temporary health permit** if needed (see #8 under “requirements”)
- Noise permit** if needed (see #9 under “requirements”)
- Fire permit / place of assembly permit** (see #7 under “requirements”)
- Certificate of Occupancy/Occupant Load Certificate/Temporary Use Permit** (see #10 under “requirements”)

I agree to permit entry to any officer or investigator who has 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. **Qualifications** – Any authorized vendor at the city's municipal market, as established in chapter 40, may obtain a permit to sell wine, malt beverages, and distilled spirits at the market subject to the following provisions and limitations:
 - a. The vendor may sell wine, malt beverages and distilled spirits in the original package that is manufactured at the vendor's farm, the vendor's member farms or the vendor's licensed premise.
 - b. The vendor has a **state retail liquor by the drink license** in conjunction with a **wine manufacturer license, microbrewery license or distillery manufacturer license** and an approved state temporary and city catering permit for any event at the city municipal market.
 - c. A vendor applying for a temporary catering permit under this section is not required to have a city sales-by-drink license. **Sec. 10-140**

2. **State temporary permit** – You must submit a copy of a temporary catering liquor license from the State of Missouri Division of Alcohol & Tobacco Control to Regulated Industries Division in order to receive a municipal market vendors catering permit from the City. **State of Missouri Division of Alcohol & Tobacco Control.**
3. **Application Deadline** – Applications must be filed with Regulated Industries Division at least 5 weekdays prior to the date that the scheduled function, occasion, or event is to take place. **Sec 10-105(a)(2)**
4. **Permit Expiration** – Catering permits shall be effective for a period not to exceed 120 consecutive hours. **Sec 10-105(c)(1)**
5. **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. **Sec. 10-140**
6. **Diagram of Points of Service** – A diagram of the premises which includes the areas and points of service where the alcohol will be sold or served. **Sec 10-105(a)(3)(n)(i)**
7. **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. Sec 10-105(a)(3)(c)**
8. **Health Permit** – A **health permit** or **temporary event health permit** may be needed from the **KCMO Health Department. Sec 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.
 - a. 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.
9. **Noise Permit for outdoor events** – If live or amplified music will take place, a noise permit may be required from the **KCMO Health Department. Sec 10-105(a)(3)(c)**
10. **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. Sec 10-105(a)(3)(c)**
11. As required by **Section 34-369** of the Code of Ordinances of the City of Kansas City, Mo., all medical staff is required to have current clinical privileges from the office of the **KCMO Emergency Medical Services (EMS) Medical Director.**
12. **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. **Sec 10-105(a)(2)**
13. **Effect of Denial of Permit** – If the application is denied, an application to protest the denial may be submitted to the director as referred to in Chapter 10 of the Code of Ordinances of the City of Kansas City, Missouri. If an application for a catered event is denied because the director determines that the proposed premises has or likely will cause a nuisance to or change in character of the immediate area surrounding the premises, the applicant will have the option to request neighbor notification as outlined in section 10-214 of this chapter. If less than 50% of the eligible neighbors who file a written response with the director oppose the granting of a license at the premises, the director shall withdraw the determination that the proposed premises has or likely will cause a nuisance to or change in the character of the immediate area surrounding the premises. **Sec 10-105(f)**