



Catering Notification Application Form

Annual Caterers ONLY

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

Name of event: _____

Licensee's DBA name: _____

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

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

Name: _____ Phone number: _____

Name: _____ Phone number: _____

Property owner: _____ Phone number: _____

This event will be a: public event private event (invitation only) **Number of attendees expected each day:** _____

Type of event or function to be catered: concert reception other: _____

Type of alcohol to be served (see #5 on page 2): full drink malt liquor and light wine (14 percent alcohol or less)

List all to be provided: DJ/band (see #15 on page 2) music (see #15 on page 2) dancing (see #3 on page 2)

food/mixed drinks (see #14 on page 2) tent (see #13 on page 2) street closing (see #17 on page 2)

Location of event: indoors outdoors public park (see #18 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 #13 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

- A liquor application has not been denied** from the location where event will be held (see #1 under "requirements")
- Application & all other required documentation submitted prior deadline** (see #4 under "requirements")
- EventHub application submitted** – For outdoor events, you must apply for a "KCMO Outdoor Event Permit" and have a "PENDING" status (visit www.kceventhub.org for more information)
- Annual Catering Permit** – Must have an annual catering permit from both the City and State
- \$15 dance hall permit** (see #3 under "requirements")
- State temporary catering permit** (see #2 under "requirements")
- Property owner approval** (see #8 under "requirements")
- Contract/Agreement between caterer and event sponsor** (see #9 under "requirements")
- Security contract** outlining the details of security during the event (see #10 under "requirements")
- Detailed diagram** of the layout of the premises (see #12 under "requirements")
- Distinguished plastic cups** if multiple caterers will be used (see #11 under "requirements")
- Health permit or temporary health permit** (see #14 under "requirements")
- Noise permit** – outdoor events only (see #15 under "requirements")
- Street festival permit** (see #17 under "requirements")
- Fire permit / place of assembly permit** (see #13 under "requirements")
- Certificate of Occupancy/Occupant Load Certificate/Temporary Use Permit** (see #16 under "requirements")
- Parks & Recreation approval letter** allowing park access (see #18 under "requirements")

I agree to permit entry to anyone 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

State reason if permit not issued: _____

Requirements & policies governing catered events

1. **Qualifications** – Only a Kansas City, Missouri liquor-by-the-drink licensee is eligible to receive a catering permit. **Section 10-105(a)(1)**
An indoor catered event is ONLY eligible to be permitted if an application for a liquor license or catered event has not been denied or withdrawn from the location of the premises where the catered event is to be held. **Section 10-105(a)(1)(c)(1)**
2. **State License** – 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 catering permit from the City. **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 the **Regulated Industries Division (\$15 per day). Section 10-105(a)(4)**
4. **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. **Section 10-105(a)(2)**
5. **Type of Alcohol Sold/Dispensed** – A catering permit shall only authorize the sale of the same type of alcohol during the same hours as specified on the Licensee’s current liquor license. **Section 10-105(b)(3)**
6. **Temporary Basis Only** – No catering permit will be issued for any non-licensed premise if it has been determined that the intent is to operate as a venue holding a permanent liquor license. **Section 10-105(b)(5)**
7. **Permit Expiration** – Catering permits shall be effective for a period not to exceed 120 consecutive hours. **Section 10-105(c)(1)**
8. **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 10-105(a)(3)(l)**
9. **Contract/Agreement** – A copy of the contract/agreement between the Kansas City, Missouri, sales-by-drink licensee applying for the catering permit and the sponsor for the function, occasion, or event. **Section 10-105(a)(3)(m)**
10. **Security Requirements** – A copy of the security contract to include a detailed description of security measures to be taken for crowd control, the number of security employees / commissioned security officers, and a breakdown of times when security will be present. **Section 10-105(a)(3)(e)**
11. **Distinguished plastic cups** – Whenever more than one liquor license holder will be selling alcoholic beverages at an event, plastic cups must be used that have the DBA name of the retail sales-by-drink licensed business that sells or serves alcoholic beverages on each cup. **Section 10-105(c)(3)(o)**
12. **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. **Sec 10-105(a)(3)(n)**
13. **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 10-105(a)(3)(c)**
14. **Health Permit** – A **health permit** or **temporary event health permit** may be needed from the **KCMO Health Department. 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.
15. **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 10-105(a)(3)(c)**
 16. **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 10-105(a)(3)(c)**
 17. **Street closure** – If a public street will be blocked off, a street festival permit may be required from the **KCMO Public Works Department. Section 10-105(a)(3)(c)**
 18. **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 10-105(a)(3)(c)**
 19. **Containers** – Alcohol served at outdoor events must not be served in glass containers. **Section 10-105(b)(4)**
 20. 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.**
 21. **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 10-105(a)(2)**
 22. **Violations** – Any violation of the provisions set forth in chapter 10 of the Code of Ordinances of the city by a person holding a catering permit, or their employee, agent or servant, while operating under a catering permit which occurs on the premises being catered, shall cause the permittee and their employee, agent, or servant to be subject to administrative action by the director and prosecution as provided by chapter 10 as though the violation had occurred on the permittee's original licensed premises. **Section 10-105(e)**
 23. **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. **Section 10-105(f)**