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MEMORANDUM

To: Mayor and City Council
From: Kimberly Greer, Assistant to the City Manager
Date: August 11, 2014
Subject: **Streamlining the Resident Catering License Fees**

ITEM DESCRIPTION

Staff recommends updating and streamlining the fees for the Resident Catering License.

BACKGROUND

Upon incorporation, the Mayor and City Council adopted regulations for alcoholic beverage caterers as part of the Alcoholic Beverages Ordinance. As detailed in [Section 4-27](#), with a catering license, a vendor who is authorized to sell alcohol at a fixed location may sell alcohol at an off-premise location.

Resident and non-resident catering licenses have been utilized in Dunwoody for weddings, private events, and functions in which the event sponsor does not provide the alcohol himself or herself but contracts with a caterer or otherwise licensed organization.

Until the inception of Food Truck Thursdays, the city had not issued any resident catering licenses. In 2013, fifteen resident catering licenses were issued for Food Truck Thursdays. Through the end of July, thirteen evenings of the Food Truck Thursdays event had been accompanied with a resident catering license for the sale of beer.

UPDATE

Recently, Council received informal feedback from a potential applicant for catering licenses regarding ways in which the city could be more business-friendly in our requirements.

Staff has reviewed the application and compared our fees to those of surrounding jurisdictions. Staff has updated the application process – streamlining the application from a four page application with the state required SAVE Affidavit to a one page application with the state required SAVE Affidavit. The updated application and frequently asked questions have been attached for reference.

Additionally based on a review of fees in surrounding jurisdictions, Council could consider reducing the resident catering license administrative fees to be more business-friendly. Currently, the \$50 per day resident catering permit fee is accompanied by a \$100 administrative fee for beer or wine and a \$200 administrative fee for liquor.

RECOMMENDATION

Staff recommends reducing the administrative fee to a flat \$50 per Resident Catering License application regardless of the type of alcohol to be served or sold. If amenable to this recommendation, staff will prepare a Resolution to modify the current administrative fee for Resident Catering Licenses.

RESIDENT CATERING LICENSE APPLICATION



41 Perimeter Center East | Dunwoody, GA 30346
Phone: (678) 382-6700 | Fax: (678) 382-6701

* Business Information (Alcohol Provider)

Alcohol Provider:	
Physical Address:	
Mailing Address:	
Name of Licensee:	
E-mail:	Phone:

* Event Information

Name of Event:
Physical Address:
Date(s) of Event:
Event Hours:
Alcohol to be Served (check all that apply): <input type="checkbox"/> Beer <input type="checkbox"/> Wine <input type="checkbox"/> Liquor
Quantity of Alcohol to be Served:

* Event Location Owner Details

Type of Property (check all that apply): <input type="checkbox"/> Private <input type="checkbox"/> Public <input type="checkbox"/> Streets or Rights-of-Way	
Name of Owner:	
E-mail:	Phone:

* Terms & Conditions

I hereby agree that as a condition to the issuance of a Resident Alcoholic Beverage Catering License, the business owner/sponsor of the Event shall indemnify and hold the City harmless from claims, demand or cause of action which may arise from activities associated with the event.

I hereby solemnly swear, subject to criminal penalties for false swearing, that the statements and answers made by me to the foregoing questions in this application for a Resident Alcoholic Beverage Catering License are true, and no false or fraudulent statement or answer is made herein to procure the granting of such permit.

I hereby state and understand that should a complaint be filed against the owner/sponsor of the Event for violation of any regulation associated with the application for the City of Dunwoody Resident Alcoholic Beverage Catering License, the permit issued for the event will immediately become void and will not reissue for the same location.

Licensee's Name: _____

Licensee's Signature: _____ Date: _____

Sworn and Attested before me on this _____ day of _____, 20 _____

Notary Signature: _____

For efficient processing, please attach a copy of:

- Alcoholic Beverage Provider's License
- Pouring Permit
- Occupational Tax Certificate
- Affidavit Verifying Status for City Public Be... (see page two)

RESIDENT CATERING FREQUENTLY ASKED QUESTIONS



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- * **What is a Resident Catering License?**
 - o A Resident Catering License authorizes the provision of alcohol at events, functions or special event facilities outside of your business's current fixed location within the city.
- * **Review Process – Who can help me navigate the process?**
 - o James Hicks: (678) 382-6760 or james.hicks@dunwoodyga.gov
 - o James handles the intake and processing of all resident catering license applications. He can help you check if you already have a current pouring permit or beverage license.
- * **Prerequisite Licenses - Do I need any other licenses?**
 - o Yes, your business must first have a valid beverage license from the city to sell or otherwise dispense alcohol at a fixed location within Dunwoody in order to apply for a Resident Catering License. If you do not already have one, you will also need a Pouring Permit (which will require a Background Check).
- * **Fees - What are the Fees?**
 - o The Administrative Fee is \$100 for beer and/or wine and \$200 for liquor. The Resident Catering License is \$50 per day of the event. Should you need a Background Check for a Pouring Permit the fee for the Background Check is \$50 and the fee for the Pouring Permit is \$60.
- * **Multiple Events - Do I need a Resident Catering Permit for each Event?**
 - o Yes, O.C.G.A. 3-11-2 and 3-11-4 require separate applications for each off-premises catering permit.
- * **Sunday Sales - Do I need Sunday sales license for a catered event on Sunday?**
 - o Yes, your business must first have a valid Sunday sales license or a One Day Sunday Sales Permit in order to apply for a Resident Catering License for a Sunday.
- * **Types of Alcohol – Does the type of alcohol served under a Resident Catering License need to match the type of alcohol for which my business has an existing license?**
 - o Yes, your business must first have a valid alcohol beverage license for the sale of each type of alcohol you intend to serve as with a Resident Catering License. That is, if your business processes a license only to sell malt beverages at your fixed location in the city you may only sell or serve malt beverages at the authorized catering event or function.
- * **Excise Taxes – Are excise taxes imposed on the sale of liquor with a Resident Catering License?**
 - o Yes, excise taxes are imposed upon the total of individual drinks of distilled spirits served by a resident caterer and shall be paid within 30 days after the conclusion of the catered event or function.