



City of Peachtree City  
Office of the City Clerk  
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[PeachtreeCityGA.gov](http://PeachtreeCityGA.gov)

## SPECIAL EVENT PERMIT - ALCOHOL

In accordance with City Ordinances Sec. 6-2., Sec. 6-36, Sec. 6-51 and Sec. 6-52 concerning special event permits to serve distilled spirits, wine, and beer/malt beverages at a private/public location, permission is hereby granted for the following event:

DATE OF APPLICATION: \_\_\_\_\_

FACILITY TO BE USED: \_\_\_\_\_  
(Must be a permitted qualifying location by the City of Peachtree City; include name and address)

TYPE OF ACTIVITY: \_\_\_\_\_

ORGANIZATION RESPONSIBLE: \_\_\_\_\_

PERSON RESPONSIBLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

\_\_\_\_\_ WORK PHONE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

*I certify that I have received a copy of the regulations governing the Special Event Permit - Alcohol, and that I understand these regulations.*

**FEE: \$50/DAY (SERVED); 5% OF ANNUAL LICENSE (SOLD)**  
(Stipulation for Sunday Events – May serve between 11:00 a.m. and 12:00 a.m. only)

\_\_\_\_\_  
Responsible Person

DATE(S) OF USE: \_\_\_\_\_ EVENT START/END TIME: \_\_\_\_\_

DATE(S) OF USE: \_\_\_\_\_ EVENT START/END TIME: \_\_\_\_\_

DATE(S) OF USE: \_\_\_\_\_ EVENT START/END TIME: \_\_\_\_\_

DATE(S) OF USE: \_\_\_\_\_ EVENT START/END TIME: \_\_\_\_\_

DATE(S) OF USE: \_\_\_\_\_ EVENT START/END TIME: \_\_\_\_\_

DATE FEE COLLECTED: \_\_\_\_\_

DATE PERMIT ISSUED: \_\_\_\_\_

\_\_\_\_\_  
City Clerk

The state of Georgia requires a special event permit for some functions. The state permit must be applied for online at the Georgia Tax Center website ([gataxinfo.org](http://gataxinfo.org)). The Alcohol Division of the Department of Revenue requires at least 10 days to process the application. Call 1-877-423-6711 with any questions.

Peachtree City Code of Ordinances  
**Chapter 6 - ALCOHOLIC BEVERAGES - Special Event Permits**

**Sec. 6-51. Permitted location for special events at which alcoholic beverages are served.**

- (a) No alcoholic beverages shall be sold, dispensed, distributed, poured or served at any location, premises, or building in the city except as set out in this chapter unless otherwise provided for under this chapter.
- (b) The owner or lessee of a location at which alcoholic beverages are to be furnished and served at a private function or special event by a person at a location not otherwise required to be licensed pursuant to this chapter shall first obtain a qualifying location permit designating such location as a "permitted location." Such qualifying location permit shall be good for the calendar year in which it is issued and may be renewed annually as set forth in this chapter. Thereafter, the person organizing the private function or special event to be held at a permitted location must apply for and obtain a "special event permit" as set forth in [section 6-52](#). The cost of such permits shall be as set forth in [section 6-36](#). The requirements of sections [6-37](#) and [6-38](#) shall be met by an applicant for a permitted location license.
- (c) To qualify as a "permitted location", the location, premises or building shall not be located nearer to an alcoholic treatment center and therefore be considered to be a "prohibited location" as set out in [section 6-39](#), or shall not fail to meet all requirements of the building inspector, the fire marshal, the traffic engineer, and the planning and zoning coordinator for an on-premises pouring outlet, and shall possess a permit as a "permitted location" pursuant to this chapter. The applicant for a qualifying location permit shall submit a plat of survey prepared by a state registered land surveyor showing the distances set forth in this chapter with the application for the qualifying location permit.
- (d) **It shall be unlawful for any person to furnish and serve alcoholic beverages at a private function or special event at a permitted location unless food is also served at the private function or special event.**
- (e) Alcoholic beverages furnished and served at a private function or special event may **be consumed only on the premises; and may not be removed from the premises in an open container.**
- (f) **It shall be unlawful for any alcoholic beverages to be sold at a private function or special event, i.e. "no cash bar" sales will be permitted, unless the permitted location also holds an on premises consumption license for alcoholic beverages.**
- (g) Locations, premises or buildings for which an on-premises consumption license has been issued pursuant to this chapter shall be deemed a "permitted location" under this section without further application; however, alcoholic beverages may not be sold or dispensed from the area or premises licensed for the sale and dispensing of alcoholic beverages on Sundays in violation of this chapter; provided, however, that if an on premises consumption licensee provides a separate room, not accessible to the regular public or customers of the licensed establishment, where the alcohol is purchased, furnished and served not by the on premises consumption licensee but by the person holding the private function or special event may qualify as a permitted location for the serving of alcoholic beverages in accordance with this section.
- (h) The "permitted location" licensee shall be responsible for any violation of this chapter which occurs at the "permitted location" whether by the licensee's employees or agents, a caterer or their employees or agents, or a lessee or invitee of the licensee, their lessee or invitees or any of their employees or agents.
- (i) **The person holding the private function or special event, and not otherwise required to be licensed pursuant to this chapter must purchase and furnish the alcoholic beverages.**
- (j) The times for sales of alcoholic beverages set forth in [section 6-123](#) except that serving without sale of alcoholic beverages at a special event at a permitted location for a special event not otherwise required to be licensed or licensed hereunder for the sale of alcoholic beverages for consumption on the premises only shall be permitted on Sunday between the hours of 11:00 a.m. and 12:00 midnight.

**Sec. 6-52. Special event permits.**

- (a) In order to serve wine, and/or beer and malt beverages, and/or distilled spirits at a private function or special event, at a permitted location, the person organizing the private function or special event shall be required to:
- (1) Apply to the city for a "special event permit." The application shall include the name and business address of any caterer providing food service for the private function or special event, the date, time and location of the event, which location must be a permitted location as set forth in this chapter or otherwise exempt as set forth under this chapter;
  - (2) Pay the cost of such permit as set forth in [section 6-36](#). If the application meets all of the requirements of this chapter, the city clerk shall issue the special event permit. If the city clerk finds that the application does not meet the requirements of this chapter and denies the special event permit, the applicant may appeal in writing to the city council within five days of the date of the denial.
- (b) **The "special event permit" shall be maintained at the site of the private function or special event during the hours alcoholic beverages are served.**
- (c) **The person holding the private function or special event, and not otherwise required to be licensed pursuant to this chapter, must purchase the alcoholic beverages.**
- (d) The "special event permit" licensee shall be responsible for any violation of this chapter which occurs at the event whether by the licensee's employees or agents, invitee of the licensee or invitee of the invitee of the licensee.

**Sec. 6-53. Exceptions.**