



City Clerk's Office
3468 North Fulton Avenue
Hapeville, GA 303054
Phone: (404) 766 - 3004
Fax: (404) 669 - 3302
ssteed@hapeville.org

Off Premises/Special Events License Application

Please complete this form and return to the City Clerk. The application will be considered by the City Manager. Fees due for the Off-Premise/Special Events License will be due prior to the issuance of the License, see Section 5-3-15 for fee requirements.

The City Manager may approve up to three special event licenses for an applicant in a single calendar year. Each special event license shall allow alcohol beverage sales for up to 12 days in a single calendar year and can be used no more than two consecutive days per calendar year up to the 12-day limit.

Applicant is required to comply with all on-premise consumption regulations as set out in Chapter 5, Article 6 of the City of Hapeville, Code of Ordinances. Applicant must be in good standing with the City of Hapeville and all debts due and owing to the City must be paid prior to the issuance of any Alcohol Beverage License. Applicant must be in compliance with all rules and regulations of the City of Hapeville, Code of Ordinances.

Name of Applicant: _____

Address: _____

Home Telephone # _____ Work# _____

Cell # _____ Best Contact to use: _____

E-mail address _____

Please check the type of On-Premise License Applicant currently holds:

Beer/Wine

Beer/Wine/Liquor

Please check the type of Off-Premise License Applicant is applying for:

Beer/Wine

Beer/Wine/Liquor

Name of employee(s) responsible for serving alcohol at event: _____

****Employee(s) must have a current server/handler permit from the Hapeville Police Department.**

Please state the date and time that you plan to hold the special event? If multiple event dates, please specify all dates. _____

Event Title: _____

Event Location: _____

What is your State License Number? _____

Is your State License in good standing? Yes No

****Applicant must apply for a special event permit with the state 10 days prior to the event date.**

I, _____, applicant, do 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 City of Hapeville Off-Premise/Special Event License for alcoholic beverages are true and correct and no false or fraudulent statements or answers are made herein to procure the granting of such license. I understand that the issuance of an alcoholic beverage license is a privilege. I understand that the City of Hapeville reserves the right to enforce any and all ordinances regardless of payment of license fees and further that it is my/our responsibility to conform to said ordinances in full. I hereby acknowledge that all requirements shall be adhered to. I am in receipt of the Alcohol Beverage Ordinance for the City of Hapeville. I can read the English language and I freely and voluntarily have completed this statement. I understand that it is a felony to make false statements or writings to the City of Hapeville pursuant to O.C.G.A. §16-10-20.

Applicant's Signature

Print Name

Date

I hereby certify that _____ signed his/her name to the foregoing application stating to me that he/she knew and understood all statements and answers made therein, and under oath actually administered by me, has sworn that said statements and answers are true and correct.

This _____ day of _____, 20__.

Notary Public Signature