

# OCONEE COUNTY BOARD OF COMMISSIONERS

7635 Macon Highway  
Suite 400  
Watkinsville, Georgia 30677  
Phone (706) 769-3907

## CATERING PERMIT APPLICATION

**Permit Applications are required for EACH event.**  
**After receiving a catering license from Oconee County,**  
**all licensees must complete and receive a Catering Permit for each event.**

**EVENT NAME:** \_\_\_\_\_

**DATE OF EVENT:** \_\_\_\_\_ **EVENT TIME (include start/finish):** \_\_\_\_\_  
*(A complete application for the permit must be received at least five (5) days prior to the date of the event. The five-day period will not begin until all documentation is received. Permit shall be issued by the County Clerk upon approval by the County Administrator.)*

**The following documentation is required to receive a Catering Permit for the Event that is being catered by a Catering Licensee's Restaurant:**

- 1. Official document from the Internal Revenue Service certifying the non-profit status of the entity/organization sponsoring the catered function.**

Name of Organization sponsoring the catered function: \_\_\_\_\_

IRS Status: \_\_\_\_\_ (attach document) Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name of Person in Charge of Event: \_\_\_\_\_

Phone Number (if different from above): \_\_\_\_\_ Email: \_\_\_\_\_

Provide copy of Driver's License, Passport or other secure/verifiable identification document for the person in charge of the event.

- 2. Permit Fee: \$50.00 per event** (must accompany each permit application).
- 3. Certification that the event location complies with Oconee County ordinances.** For questions, please contact the Oconee County Planning/Code Enforcement at 706-769-3910.
- 4. Description of the service areas as set in Section 5(w) of the Oconee County Alcohol Beverage Ordinance for Catering Permits.** The following documentation is allowed: a) letter describing in detail the location on the event premises where alcohol will be sold and the date/time of the alcohol sales at the event, or; b) drawing of the premises showing in detail the area where alcohol will be sold with the date/time of the alcohol sales at the event.
- 5. Copy of Caterer's license from another political subdivision** (if outside of Oconee County's jurisdiction).
- 6. Copy of contract between the Caterer and the entity sponsoring the event.**
- 7. Identification of the event and proof of permission for same to be held at the designated location.**
- 8. Copy of Business License.**
- 9. The State of Georgia requires a Special Events Permit. Please visit the following website link: <http://dor.georgia.gov/special-event>.**

## **Catering Permit - Applicant's Oath**

**NOTE:** Before signing this statement, check all answers and explanations to see that you have answered all questions fully and correctly. This statement is to be executed under oath and subject to the penalties for false swearing and it includes all attached sheets submitted herewith.

STATE OF GEORGIA, \_\_\_\_\_ COUNTY

I, \_\_\_\_\_, solemnly swear, subject to the penalties for false swearing as provided under Georgia Law, that the statements and answers made by me as the applicant in the foregoing premise and structure statement are true and correct.

\_\_\_\_\_  
Signature of Catering Permit Applicant

### **NOTARY PUBLIC:**

I hereby certify that \_\_\_\_\_ signed his/her name to the foregoing application and, under oath, has sworn that said statements and answers are true and correct.

This the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public (SEAL)

### **OCONEE COUNTY PLANNING AND CODE ENFORCEMENT CERTIFICATION**

This is to certify that \_\_\_\_\_ (applicant) is in compliance with the Oconee County Unified Development Code.

\_\_\_\_\_  
Planning & Code Enforcement Director

\_\_\_\_\_  
Date

## **CATERING PERMIT APPROVAL:**

Applicant Name: \_\_\_\_\_

Non-Profit Organization: \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_ Start: \_\_\_\_\_ am./p.m. End: \_\_\_\_\_ a.m./p.m.

A Catering Permit is hereby approved based on the Catering Permit Application submitted by the above name individual as of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Justin Kirouac, County Administrator