



MISSOURI DEPARTMENT OF PUBLIC SAFETY
 DIVISION OF ALCOHOL AND TOBACCO CONTROL
CHECKLIST OF REQUIREMENTS FOR 50-DAY OR UNLIMITED CATERER'S PERMIT

LICENSE TYPE	LICENSE FEE	EFFECTIVE DATE
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The Application for the unlimited Caterer Permit is required to be typed or printed legibly using black ink. Read the application carefully, and provide full, complete and accurate answers. If you have questions, please do not hesitate to contact your local District Office listed below. If applying as a partnership, **ALL** partners must sign the application. If applying as a corporation or limited liability company (LLC), **only** the managing officer can sign. The submission of a **NOTARIZED ORIGINAL** application is required.


SECTION ONE

Applicant applying as a sole owner, partnership, corporation or LLC is required to submit the following documents in the order they are listed with the Application for Retail Liquor License:

- 1. Application for 50 day or annual caterers permit signed.
- 2. Bank Draft, Money Order, Certified Check or Cashier's check payable to the **MISSOURI DIRECTOR OF REVENUE** in the correct amount of the license fee. A business check or cash will not be accepted.
- 3. Requires Retail by Drink Primary license for the 50-Day or Unlimited Caterer's Permit.
- 4. Statement of No Sales Tax Due from the Missouri Department of Revenue **DATED WITHIN THE PRECEDING 90 DAYS**. (Information is available at www.dor.mo.gov.)
- 5. Caterers must report the location of each function to their local district office three business days in advance. The report of each function shall include:
 - a. Permission from the property owner;
 - b. Permission from the city;
 - c. Description of the premises; and
 - d. Date or dates the function will be held.

Please note that the CATERERS permit DOES NOT allow wholesalers to provide customary storage or cooling equipment for use by the permit holder at the temporary location.

PLEASE RETURN ALL ITEMS AND APPLICATION TO:

<input type="checkbox"/> District I - Kansas City Division of Alcohol & Tobacco Control 1738 E. Elm, Lower Level Jefferson City, MO 65101 (573) 526-2769 (573) 751-2333	<input type="checkbox"/> District II - Jefferson City Division of Alcohol & Tobacco Control 1738 E. Elm, Lower Level Jefferson City, MO 65101 (573) 751-0462 (573) 751-2333	<input type="checkbox"/> District III - St. Louis Division of Alcohol & Tobacco Control 1738 E. Elm, Lower Level Jefferson City, MO 65101 (573) 522-0022 (573) 751-2333
<input type="checkbox"/> District IV - Cape Girardeau Division of Alcohol & Tobacco Control 1738 E. Elm, Lower Level Jefferson City, MO 65101 (573) 751-3868 (573) 751-2333		<input type="checkbox"/> District V- Springfield Division of Alcohol & Tobacco Control 1738 E. Elm, Lower Level Jefferson City, MO 65101 (573) 751-5454 (573) 751-2333