



MISSOURI DEPARTMENT OF PUBLIC SAFETY
DIVISION OF ALCOHOL AND TOBACCO CONTROL
CHECKLIST FOR TEMPORARY FESTIVAL PERMIT

The Application for Temporary Festival Permit must be completed by typing or legibly printing information in black ink. Read the application carefully and provide full, complete and accurate answers. If you have any questions, please do not hesitate to contact your District Office.

Applicant is required to submit the following documents to ATC for review:

- 1. An Application for Temporary Festival Permit. This application **must be signed** by the owner, all partners or the managing officer for the corporation or the LLC.
- 2. Cashier's check or money order, payable to the Director of Revenue is required. The permit fee is \$10.00 per day. When an event extends past 12 midnight, the day past midnight counts as an additional day.

NO CASH. PERSONAL OR BUSINESS CHECKS ARE ACCEPTED.

**You must submit the exact amount of payment
for the number of days of the event, i.e. \$10 per day**

ATC IS UNABLE TO ACCEPT OVERPAYMENT OF THE PERMIT FEE.

THEREFORE, IF THE AMOUNT SUBMITTED IS NOT CORRECT,

YOUR APPLICATION WILL BE RETURNED TO YOU

CAUSING PROCESSING DELAYS.

- 3. City license or city letter of approval for the festival event with the festival event dates, or a letter from the city stating that it does not charge for a festival permit.
- 4. A letter from the owner of the property, giving the applicant/licensee approval for use of the property for the event.
- 5. Copy of county festival license, if applicable, under Chapter 316, RSMo, issued by the County Clerk. (Not required if located in St. Louis County or St. Louis City)

PLEASE ALLOW 10 TO 21 DAYS FOR PROCESSING