



Missouri Department of Public Safety
Division of Alcohol and Tobacco Control

CHECKLIST OF REQUIREMENTS FOR TEMPORARY CATERER PERMIT

FOR ALREADY LICENSED RETAIL BY DRINK ESTABLISHMENTS – REQUESTS
PERMISSION FOR A SINGLE OFF-SITE EVENT

WHOLESALERS ARE PROHIBITED FROM PROVIDING CUSTOMARY STORAGE, COOLING AND/OR
DISPENSING EQUIPMENT EXCEPT AS PERMITTED UNDER SECTION 311.070, RSMO.

ALLOW 10 – 21 DAYS FOR PROCESSING

1. APPLICATION FOR TEMPORARY CATERER PERMIT – Completed and signed.
2. LICENSE FEE – Cashier's check or money order made payable to Missouri Director of Revenue. Fee is \$10.00 per calendar date. A single application can be submitted for up to seven (7) consecutive days at a single location, with a maximum fee of \$70.00.
3. PROPERTY OWNER PERMISSION – Written notice from the property owner giving the applicant permission to sell/serve alcohol at a specific location on a specific date(s).
4. MULTIPLE STANDS – If there will be multiple stands/booths at the temporary event, EACH STAND MUST HAVE A SEPARATE LICENSE (a separate application, fee, and property owner permission letter is required for each stand).

REMINDER: LICENSEES ARE REQUIRED TO OBTAIN CITY AND COUNTY LICENSES,
WHERE APPLICABLE.



RETURN DOCUMENTS TO:

| District I – Kansas City | District II – Jefferson City | District III – St. Louis | District V – Springfield |
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| Division of Alcohol & Tobacco Control 8800 E. 63 rd Street, Ste. 180 Raytown, MO 64133 | Division of Alcohol & Tobacco Control 1738 E. Elm St. – Lower Level Jefferson City, MO 65101 | Division of Alcohol & Tobacco Control 7545 S. Lindbergh Blvd., Ste. 150 St. Louis, MO 63125 | Division of Alcohol & Tobacco Control 505 B East Walnut St. – (Lower Level) Springfield, MO 65806 |
| (816) 743-8888 | (573) 526-4026 | (314) 416-6280 | (417) 895-5004 |
| Servicing: Andrew, Atchison, Bates, Benton, Buchanan, Caldwell, Carroll, Cass, Clay, Clinton, Daviess, DeKalb, Gentry, Grundy, Harrison, Henry, Holt, Jackson, Johnson, Lafayette, Livingston, Mercer, Nodaway, Pettis, Platte, Ray, Saline, Vernon, Worth | Servicing: Adair, Audrain, Boone, Callaway, Camden, Chariton, Clark, Cole, Cooper, Crawford, Franklin, Gasconade, Howard, Knox, Lewis, Linn, Macon, Maries, Marion, Miller, Moniteau, Monroe, Montgomery, Morgan, Osage, Pike, Putnam, Ralls, Randolph, Schuyler, Scotland, Shelby, Sullivan, Warren, Washington | Servicing: Bollinger, Butler, Cape Girardeau, Dunklin, Jefferson, Lincoln, Madison, Mississippi, New Madrid, Pemiscot, Perry, Scott, St. Charles, St. Francois, St. Louis City, St. Louis Co., Ste. Genevieve, Stoddard, Wayne | Servicing: Barry, Barton, Carter, Cedar, Christian, Dade, Dallas, Dent, Douglas, Greene, Hickory, Howell, Iron, Jasper, Laclede, Lawrence, McDonald, Newton, Oregon, Ozark, Phelps, Polk, Pulaski, St. Clair, Reynolds, Ripley, Shannon, Stone, Taney, Texas, Webster, Wright |