



Missouri Department of Public Safety
Division of Alcohol and Tobacco Control
TEMPORARY CATERER PERMIT CHECKLIST

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:



Missouri Department of Public Safety
 Division of Alcohol and Tobacco Control
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<p>District I – Kansas City Division of Alcohol & Tobacco Control 8800 E. 63rd Street, Ste. 180 Raytown, MO 64133</p> <p>(816) 743-8888</p> <p>Servicing: Andrew, Atchison, Barton, Bates, 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</p>	<p>District II – Jefferson City Division of Alcohol & Tobacco Control 1738 E. Elm St. – Lower Level Jefferson City, MO 65101</p> <p>(573) 751-2333</p> <p>Servicing: Adair, Audrain, Barry, Benton, Boone, Callaway, Camden, Carter, Cedar, Chariton, Christian, Clark, Cole, Cooper, Crawford, Dade, Dallas, Dent, Douglas, Franklin, Gasconade, Greene, Hickory, Howard, Howell, Iron, Jasper, Knox, Laclede, Lawrence, Lewis, Linn, Macon, Maries, Marion, McDonald, Miller, Moniteau, Monroe, Montgomery, Morgan, Newton, Oregon, Osage, Ozark, Phelps, Pike, Polk, Pulaski, Putnam, Ralls, Randolph, Reynolds, Ripley, Schuyler, Scotland, Shannon, Shelby, St. Clair, Stone, Sullivan, Taney, Texas, Warren, Washington, Webster, Wright</p>	<p>District III – St. Louis Division of Alcohol & Tobacco Control 3256 Laclede Station Rd, Ste. 101 St. Louis, MO 63143</p> <p>(314) 877-0480</p> <p>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</p>
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