



MISSOURI DEPARTMENT OF PUBLIC SAFETY  
DIVISION OF ALCOHOL AND TOBACCO CONTROL  
**APPLICATION FOR ANNUAL CATERERS PERMIT**

LEGAL NAME OF ENTITY	PRIMARY LICENSE NUMBER
DOING BUSINESS AS	
PHYSICAL LOCATION ADDRESS OR LOCATION OF ENTITY'S PRINCIPAL OFFICE (STREET ADDRESS)	
CITY, STATE, ZIP CODE	COUNTY
MAILING ADDRESS (IF DIFFERENT FROM ABOVE)	BUSINESS TELEPHONE NO

\$500 Annual Caterers Permit (Effective For a Maximum of Fifty Days During Fiscal Year)  
 \$1,000 Annual Caterers Permit (Effective For an Unlimited Number of Days During Fiscal Year)

The undersigned (individual) (partnership) (corporation) (limited liability company) hereby makes application to the Supervisor of Alcohol and Tobacco Control of the State of Missouri for an annual caterers permit pursuant to Section 311.486, RSMo. Applicant agrees that if the permit herein applied for is granted, and the caterer shall violate any law of the State of Missouri and particularly any provision of the Liquor Control Law and amendments thereto or any Rule or Regulation of the Supervisor of Alcohol and Tobacco Control or permit any other person to do so upon the premises, the Supervisor may suspend, revoke, fine, or take other disciplinary action against the caterer's retail by drink license.

Applicant also agrees that he/she will report the location of each function three business days in advance to the Supervisor pursuant to Section 311.486.3 RSMo, and will permit the Supervisor and his agents and inspectors at all times to inspect the premises and every part of the building and plot of ground under his/her control and upon which the reported premises are located, and any place where applicant may have intoxicating liquor stored.  
Applicant further agrees that this caterers permit will not be used on any premise within 100 feet of the nearest school, church or other building used as a place of religious worship.

SIGNATURE OF OWNER, MANAGING OFFICER, OR PARTNER	DATE	SIGNATURE OF PARTNER (IF THERE ARE MORE THAN ONE)	DATE
SIGNATURE OF PARTNER (IF THERE ARE MORE THAN ONE)	DATE	SIGNATURE OF PARTNER (IF THERE ARE MORE THAN ONE)	DATE

**NOTARY INFORMATION**

NOTARY PUBLIC EMBOSSEUR OR BLACK INK RUBBER STAMP	STATE OF	COUNTY (OR CITY OF ST. LOUIS)	
	SUBSCRIBED AND SWORN BEFORE ME, THIS		
	DAY OF	YEAR	
	NOTARY PUBLIC SIGNATURE	MY COMMISSION EXPIRES	
	NOTARY PUBLIC NAME (TYPED OR PRINTED)		

**USE RUBBER STAMP IN CLEAR AREA BELOW.**

**FOR OFFICE USE ONLY - DO NOT WRITE IN AREA BELOW**

Based on the information contained herein, the undersigned forward this application for consideration by the Supervisor of Alcohol and Tobacco Control and hereby recommend that this application be approved and the license issued.

AGENT	DISTRICT SUPERVISOR
STATE SUPERVISOR	



Missouri Department of Public Safety  
Division of Alcohol and Tobacco Control

## **CHECKLIST OF REQUIREMENTS FOR ANNUAL CATERER PERMIT**

**FOR ALREADY LICENSED RETAIL BY DRINK ESTABLISHMENTS – PRE-PAYS FOR A 50 EVENT OR AN UNLIMITED EVENT LICENSE – EXPIRES ANNUALLY ON JUNE 30<sup>TH</sup>**

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 ANNUAL CATERER PERMIT – Completed and signed.
2. LICENSE FEE – **Money Order or Cashier's Check** made payable to Missouri Director of Revenue. Fee is \$500.00\* for a 50 event license, or \$1,000.00\* for an unlimited event license. \*Fees are NOT prorated on annual caterer permits.
3. CERTIFICATE OF NO TAX DUE – From the Missouri Department of Revenue; must be dated within 90 days and addressed “To Supervisor of Liquor Control.” **Required regardless of exemption status.** Can be obtained [online](#) with the Tax ID and PIN, or by phone at (573) 751-9268.

#### **REQUIREMENTS FOR OFF-SITE EVENTS (once annual permit is obtained):**

- To obtain an Annual Caterers Permit Event Certification for off-site events, licensees must report event information for each function to the central (Jefferson City) office a **minimum of three (3) business days in advance.**
- Information required to be reported for each event includes the applicant's primary retail license number and a letter of permission from the property owner which includes a physical address and description of the premises, as well as the date(s) the function will be held.
- Requests should be sent by email to [gina.paden@dps.mo.gov](mailto:gina.paden@dps.mo.gov).
- License applicants must also obtain city and county licenses for individual events, where applicable.



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**CHECKLIST OF REQUIREMENTS FOR ANNUAL CATERER PERMIT**

**RETURN DOCUMENTS TO:**

<b>District I – Kansas City</b>	<b>District II – Jefferson City</b>	<b>District III – St. Louis</b>	<b>District V – Springfield</b>
Division of Alcohol & Tobacco Control 8800 E. 63 <sup>rd</sup> 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
<b>Servicing:</b> 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	<b>Servicing:</b> 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	<b>Servicing:</b> 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	<b>Servicing:</b> 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



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## PROPERTY OWNER PERMISSION FORM FOR TEMPORARY EVENTS

TYPE OR USE ONLY BLUE OR BLACK INK TO COMPLETE THIS APPLICATION

LEGAL NAME OF ENTITY	ANNUAL CATERER LICENSE #
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DOING BUSINESS AS
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EVENT LOCATION *(Include business name, if applicable, street address or block number, and the city.)*

LEGAL DESCRIPTION *(Describe the particular area where the event will occur. For example - NW corner of the parking lot, 3rd floor ballroom, etc.) If multiple bars/stands, describe each service location or include a map.*

Indoor <input type="checkbox"/>	Outdoor <input type="checkbox"/>
Number of bars	

DATE(S) AND TIMES OF THE EVENT

BEGINNING \_\_\_\_\_  A.M.  P.M.  
(month, day, year) \_\_\_\_\_ (time)

ENDING \_\_\_\_\_  A.M.  P.M.  
(month, day, year) \_\_\_\_\_ (time)

PROPERTY OWNER'S NAME AND TITLE	DATE
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SIGNATURE

**If the event is held on city property or requires a street closure or event permit, a copy must be included with the application. If that closure/permit is issued to a different legal entity, permission for this event must come from that entity.**

Are you a Veteran in the state of Missouri and interested in learning more about benefits and resources available to you and your dependents? If yes, please visit <https://mvc.dps.mo.gov/MoVeteransInformation/Survey/DPS>