



FOR ALREADY LICENSED RETAIL BY DRINK ESTABLISHMENTS – PRE-PAYS FOR A 50 EVENT OR AN UNLIMITED EVENT LICENSE – EXPIRES ANNUALLY ON JUNE 30

ALLOW 10 – 21 DAYS FOR PROCESSING

1. APPLICATION FOR ANNUAL CATERER PERMIT – Completed and signed.
2. LICENSE FEE – Cashier’s check or money order 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. **Required regardless of exemption status.** Can be obtained [online](#) with the Tax ID and PIN, or by phone at (573) 751-9268.

RETURN DOCUMENTS TO:

District I – Kansas City	District II – Jefferson City	District III – St. Louis
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
(816) 743-8888	(573) 526-4026	(314) 416-6280
Servicing: Andrew, Atchison, Buchanan, Caldwell, Carroll, Cass, Clay, Clinton, Daviess, DeKalb, Gentry, Grundy, Harrison, Holt, Jackson, Johnson, Lafayette, Livingston, Mercer, Nodaway, Pettis, Platte, Ray, Saline, Worth	Servicing: Adair, Audrain, Barry, Barton, Bates, Benton, Boone, Callaway, Camden, Carter, Cedar, Chariton, Christian, Clark, Cole, Cooper, Crawford, Dade, Dallas, Dent, Douglas, Franklin, Gasconade, Greene, Henry, 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, Vernon, Warren, Washington, Webster, Wright	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



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

REQUIREMENTS FOR INDIVIDUAL OFF-SITE EVENTS:

- To obtain an event certification from the state for off-site events, licensees must report event information for each function to the central office a minimum of three (3) business days in advance.
- Information required to be reported for each event includes 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.
- License applicants must also obtain city and county licenses for individual events, where applicable.