



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 30TH**

WHOLESALEERS 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 or by fax to (573)526-4369.
- License applicants must also obtain city and county licenses for individual events, where applicable.



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RETURN DOCUMENTS TO:

District I – Kansas City	District II – Jefferson City	District III – St. Louis	District V – Springfield
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