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 30TH

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 – 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.

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.
RETURN DOCUMENTS TO:

<table>
<thead>
<tr>
<th>District I – Kansas City</th>
<th>District II – Jefferson City</th>
<th>District III – St. Louis</th>
<th>District V – Springfield</th>
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<tbody>
<tr>
<td>Division of Alcohol &amp; Tobacco Control</td>
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<tr>
<td>8800 E. 63rd Street, Ste. 180 Raytown, MO 64133</td>
<td>1738 E. Elm St. – Lower Level Jefferson City, MO 65101</td>
<td>7545 S. Lindbergh Blvd., Ste. 150 St. Louis, MO 63125</td>
<td>505 B East Walnut St. – (Lower Level) Springfield, MO 65806</td>
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<tr>
<td>(816) 743-8888</td>
<td>(573) 526-4026</td>
<td>(314) 416-6280</td>
<td>(417) 895-5004</td>
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