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

WHOLESALE 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 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.
## CHECKLIST OF REQUIREMENTS FOR ANNUAL CATERER PERMIT

### RETURN DOCUMENTS TO:

<table>
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<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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</table>
| Division of Alcohol & Tobacco Control  
8800 E. 63rd 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 |