



OFF-SITE EVENT PERMIT

- Applicant License Serial #:

- Name of Applicant:
(As appears on License)

- Contact E-mail Address:

- Type of Function:

- Other
Description:

- Date(s) of event:

- Venue Name:

- Venue Address:

- Venue City: ▪ State: **NY** ▪ Zip Code:

- Will the event be held on a licensed premises? **Yes:** **No:** If YES, serial #:

- How many people will be at the event?

PERMIT ACKNOWLEDGMENT

Misrepresentations in facts may result in referral of the application to our Enforcement and/or Legal Departments for appropriate action.

I certify that I know the contents of the above application and the statements and answers therein; that the same are true to my knowledge; that I have been authorized to make the statements and answers in this application on behalf of said licensee with the same force and effect as if said licensee made such statements and answers itself.

Applicant Principal Name and Title:

Applicant Principal Signature: _____ Date: _____



Terms and conditions of Off-Site Event Permit which is required for holders of an Off-Premises Catering Establishment License to provide catering services at off-site events.

- To apply for an Off-Site Event Permit, the applicant must hold an active off-premises catering establishment license or active temporary retail permit in order to qualify.
- Applications must be e-mailed to offsiteeventpermit@sla.ny.gov a minimum of 15 days prior to the event date to allow for adequate processing time.
- Applications must be typed; any handwritten applications will be disapproved.
- Individual permit applications are required for EACH off-site event.
- Notice of permit approval will be provided via email which serves as the event permit, a copy of which must be on display at the event in addition to a copy of the existing license.
- The event must be private, NOT OPEN TO THE PUBLIC, by invitation only or via pre-sold tickets.
- The event must be indoor or outside/tented.
- Permit holder must be hired to provide the food and alcoholic beverages for the event. The permit holder is prohibited from hiring/catering for their own event.
- Alcoholic beverages must be purchased from a licensed manufacturer or wholesaler ONLY, and not from a retail licensee.
- Permit holder is responsible for obtaining necessary authorizing documents from entities with jurisdiction over the event location, if applicable.
- Permit holder is required to keep proper books and records. Examples include, but are not limited to, hiring entity, contracts, menu, venue authorizing documents, and all alcohol sale/purchase documentation.
- Permit holder is responsible for providing adequate supervision for each event, including but not limited to, supervision of attendees, noise and disorder.
- Permit holder is required to comply with the regulations limiting the hours for sale and service of alcoholic beverages pursuant to the provisions of section 106(5) of the Alcoholic Beverage Control Law and those issued by the county wherein the event is held.
- Permit holder is required to comply with the provisions of section 65 of Alcoholic Beverage Control Law and shall not sell, deliver, give away or cause or permit or procure to be sold, delivered or given away, any alcoholic beverages to any person, actually or apparently, under the age of twenty-one years.
- Permit holder is also required to comply with all federal, state and local regulations and laws.

I, _____, have read and will comply with all of the terms and conditions listed above.

Applicant Signature

Date