

Document Submission Information

Please give us your name, email and contact number so we may contact you if needed regarding the document you are submitting.

Thank You.

First Name: _____ Last Name: _____

Email Address: _____

Contact Phone Number: _____

Alcoholic Beverage Special Events License Instruction Sheet

1. Attach a copy of the articles of incorporation.
2. Attach a list of the Officers/Directors.
3. Attach a copy of the 501-c-3 Tax Exemption.
4. Attach a copy of the rental/lease agreement.
5. Attach copies of driver's license for each of the officers/directors.
6. Provide the Federal Tax ID number.
7. If you have any questions, you may call 256-427-5082, or write to:

Clerk-Treasurer Department
City of Huntsville
P.O. Box 308
Huntsville, AL 35804-0308

ALCOHOLIC BEVERAGES SPECIAL EVENTS LICENSE APPLICATION

Application Type: Liquor Beer Wine Profit Non-Profit

Federal Tax ID#: _____ - _____ City of Huntsville TaxPayerID#: _____

Name of Event: _____

Organization Sponsoring Event: _____

Address of Event: _____

Organization Mailing Address: _____

Date of Event: _____ Hours of Event: _____

This event is: Indoors Outdoors Estimated Number of Participants: _____

Attached copy of lease/rental agreement: Yes No

Attached copy of Food Permit: Yes No

Will there be live entertainment: Yes No

Describe the type of entertainment and what alterations will be made to the premise to accommodate this: _____

OUTDOOR EVENTS:

Provide site plan: Yes No Attached security plan: Yes No

Adequate lighting approved by the Huntsville Police Department: Yes No

Adequate bathroom facilities approved by the Inspection Department: Yes No

Familiar with the City of Huntsville Noise Ordinance: Yes No

What are the on-Site clean-up provisions?

I swear or affirm under the penalties of perjury, that the above information is true and correct to the best of my knowledge.

Date Signature Title

ALCOHOLIC BEVERAGES SPECIAL EVENTS LICENSE APPLICATION BACKGROUND INFORMATION SHEET

Full Name: _____ SSN: _____

Place of Birth: _____ DOB: _____

Are you a US citizen? Yes No

If naturalized, where and when: _____

Present address: _____

Length of time at this address: _____ Home Phone: _____

Contact Numbers: Cell: _____ Work: _____

Present Employer and Address: _____

Marital Status: Married Single Windowed Divorced

If married, give spouse's full name: _____

Attach a copy of current Alabama driver's License.

List Three Personal References with Addresses:

1. _____
2. _____
3. _____

JUDICIAL HISTORY:

List all convictions other than minor traffic violations. Failure to properly list all convictions may result in the denial of the application.

Violation	Jurisdiction/Court	Date of Case	Disposition
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Signature of Applicant