

SPECIAL EVENTS ALCOHOLIC BEVERAGE PERMIT/LICENSE

- A letter should be submitted to the Mayor or City Administrator requesting approval for a permit/license to serve alcoholic beverage.
- The letter of request must include the date, time, location and any other details related to the event.
- Vendor/Business/Organization must have a letter from the Mayor approving the special event stating location and date.
- If approved, a License/Permit will be issued by the City of Fitzgerald.
- A Special Event Alcohol Beverage Permit Application must be completed online with the Georgia Department of Revenue (*information listed below*) with the appropriate fees and documents to obtain the State permit.
- Georgia is a local option license state, which means the local licenses must be issued before the State may issue a license or permit. O.C.G.A. §3-3-2.
- Sell of alcoholic beverages on Sundays will not be allowed.
- **FOR PROFIT ORGANIZATION:**
- **NON PROFIT ORGANIZATION:** Georgia Department of Revenue allows no more than six (6) permits may be issued to an organization in any one calendar year. Must be a bona fide nonprofit organization which is exempt from federal income tax pursuant to the provisions of subsection (c), (d) or (e) of 26 U.S.C. Section 501.

Required documents:

1. 501 (C)(3) Letter issued by the IRS or By-laws & corporate charter from the Secretary of State's Office
 2. Donated Wine Auction Inventory List
 3. Copy of Local License or Letter of Approval
 4. Citizenship Affidavit
 5. \$25.00 License Fee
- Must apply for approval, local license and state license for each event.

**Georgia Department of Revenue
404-417-4900**

GTC.DOR.GA.GOV Georgia Tax Center

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