



Board of Commissioners

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110 Starksville Avenue North • Leesburg, GA • 31763 • Phone (229)759-6000 • Fax (229)759-6050 • www.lee.ga.us

**ONE DAY
CATERERS LICENSE APPLICATION**

Date of Application: _____

INSTRUCTIONS: All questions must be fully answered, typewritten or printed in ink. When completed it must be dated, signed and verified under oath by the applicant and filed with all supporting documents and a money order, cashiers or certified check for the \$50.00 fee with the Lee County Clerk, 110 Starksville Avenue North, Leesburg, GA 31763, three weeks prior to the date of the event.

I. CATERER

Name: _____

Address: _____

Business Phone: _____ City: _____ State: _____ Zip: _____

Business (Caterer's) License Number: _____

Check Number - \$50.00 fee: _____

II. REPRESENTATIVE

Name: _____ Age: _____ D.O.B.: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Race: _____ Sex: _____

III. ACTIVITY

Type of Activity: _____

Name of Facility: _____

Address of Facility: _____

Date and Time of Activity: _____

Duration of Event: _____

IV. ALCOHOLIC BEVERAGE

Liquor/Mixed Beer Wine



LEE COUNTY

Life Works Well Here

AUTHORIZATION FORM

Date: _____

I, _____ of _____ (business)

acknowledge that I have received a copy of Lee County Ordinance Chapter 6, Article II, § 6-37 to provide for the Alcoholic Beverage Caterers permit.

I understand that I must also contact the Georgia Department of Revenue at: www.dor.ga.gov to finalize my application.

(Signature)

(Printed Name)

(Address)

**AN ORDINANCE
TO AMEND CHAPTER 6, ARTICLE II
OF THE CODE OF ORDINANCES OF LEE COUNTY, GEORGIA,
TO ADD A NEW SECTION, TO BE KNOWN AS SECTION 6-37;
TO PROVIDE FOR ALCOHOLIC BEVERAGE CATERERS;
TO PROVIDE FOR DEFINITIONS; TO PROVIDE FOR THE
ISSUANCE OF A CATERING LICENSE; TO PROVIDE FOR
CATERERS OPERATING IN LEE COUNTY PURSUAN TO LICENSES
ISSUED BY A JURISDICTION OTHER THAN LEE COUNTY;
TO PROVIDE FOR COMPLIANCE WITH STATE LAW AND
DEPARTMENT OF REVENUE REGULATIONS;
TO PROVIDE FOR REPEAL OF CONFLICTING ORDINANCES;
TO PROVIDE FOR AN EFFECTIVE DATE;
AND FOR OTHER PURPOSES**

BE IT ORDAINED by the Board of Commissioners of Lee County, Georgia, and it is hereby ordained by authority of the same, that Chapter 6, Article II of the Code of Ordinances of Lee County, Georgia, is hereby amended by adding thereto a new section, to be codified as Section 6-37, which shall provide as follows:

Sec. 6-37 Alcoholic beverage caterers.

(a) For the purpose of this section, the following definitions shall apply:

(1) *Person* means any individual, company, corporation, association, partnership, or other legal entity.

(2) *Food caterer* means any person who, for consideration, prepares food for consumption off the premises.

(3) *Licensed alcoholic beverage caterer* means any person licensed for the sale of alcoholic beverages by the State and by a local governmental entity within this state and who possesses a valid alcoholic beverage license issued by a local government in the State authorizing such person to sell or dispense alcoholic beverages by the drink off licensed premises and in connection with an authorized catered function.

(4) *Authorized catered function* means an event at a location not otherwise licensed for consumption of alcoholic beverages by the drink at which alcoholic beverages are furnished, sold, dispensed, or provided free of charge to persons present at the event, by the drink, pursuant to a permit obtained under this section.

(b) (1) Licenses for alcoholic beverage caterers may be obtained for the purpose of selling or dispensing alcoholic beverages by the drink on premises on which authorized catered functions are to be held. Such licenses shall be annual licenses and may be obtained only by those persons, firms, or corporations already licensed by the County for the sale of alcoholic beverages at retail by the drink. The procedures for securing such licenses shall be the same procedures required for the securing of an alcoholic beverage license for the sale of mixed drinks for consumption on the licensed premises where served as provided in this chapter; provided, however, that no alcoholic beverage caterers license shall be required where the alcoholic beverages served at the catered function are purchased and provided by the sponsor of the event or function.

(2) Each alcoholic beverage caterer licensee shall pay an annual license fee which shall be paid at the same time that the licensee pays the annual fees to obtain the alcoholic beverage caterer's regular alcoholic beverage license. Such license fee shall be in the amount of Five Hundred Dollars (\$500.00) per year, and there shall be no proration or refund with respect to any such license obtained during a calendar year.

(c) Before a licensed alcoholic beverage caterer may sell or dispense alcoholic beverages at any authorized catered function, such caterer shall obtain an event permit under this section. The application for an event permit shall include the name of the alcoholic beverage caterer, the caterer's license number, and the date, address, time of the event, the purpose of the event, and the duration of the event. No permit fee shall be charged for the alcoholic beverage caterers licensed by the County. For caterers licensed by jurisdictions other than the County, a fee of Fifty Dollars (\$50.00) per event permit shall be charged. No permit shall be issued to any person under this section who does not hold an alcoholic beverage caterers license from a

local jurisdiction in the State of Georgia. The permit shall be kept in the vehicle used to transport alcoholic beverages to the event at all times during which the permit is in effect.

(d) Caterers licensed by a jurisdiction other than the County shall maintain a record of all alcoholic beverages transported into the County for the event and shall pay an excise tax to the County covering all such beverages at such rates as provided by County ordinance or resolution. Failure to report and remit the tax within seven (7) calendar days of the conclusion of the event shall be grounds for denial of subsequent permits to that caterer for similar events.

(e) Alcoholic beverage caterers licensed by the County shall maintain a record of all alcoholic beverages transported for each event, by event, and shall make report and remittance of all required excise and other taxes with their regular monthly reports to the County.

(f) No alcoholic beverages shall be transported, distributed, or sold to any location other than licensed locations in the County, except to authorized catered functions, unless otherwise authorized by this chapter or by State law.

(g) The hours and days of sale or distribution of alcoholic beverages under this section shall be the same as provided for the sale of alcoholic beverages by the drink as provided in this chapter.

(h) No licensed alcoholic beverage caterer shall employ any person under twenty-one (21) years of age to dispense, serve, sell, or handle alcoholic beverages at authorized catered functions.

(i) As a condition of permit issuance, alcoholic beverage caterers licensed by jurisdictions other than the County shall be provided with a copy of the County's alcoholic beverage ordinances and shall indicate, by signature, that they have received such ordinances and acknowledge the applicability of such ordinances to their operations within the jurisdiction of the County.

(j) In addition to the foregoing, compliance with all applicable local ordinances and resolutions relating to

alcoholic beverages in effect in the city, a licensed alcoholic beverage caterer shall comply with all provisions of O.C.G.A. §3-11-4 and with the Department of Revenue Regulations Chapter 560-2-10. Any failure to comply with such state law, regulations, or local ordinances or resolutions shall subject the alcoholic beverage caterer licensee to disciplinary proceedings regarding such licensee's license as provided in Chapter 6 of this Code.

BE IT FURTHER ORDAINED that all Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

BE IT FURTHER ORDAINED that this Ordinance shall become effective at the time of its adoption by the governing body of Lee County.

SO ORDAINED, this 25 day of October, 2011.

**Board of Commissioners
of Lee County, Georgia**

By: Ed Duffy
Chairman

Attest: Misti Doctroy
County Clerk

ACTION TAKEN

FIRST READING:

October 25, 2011

SECOND READING:

October 25, 2011

DATE OF ADOPTION:

October 25, 2011