



# CITY OF EAGLE

660 E. Civic Ln. Eagle, ID 83616

208-939-6813

## Catering Permit for Alcoholic Beverages Application

Licensee's name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ County \_\_\_\_\_

Contact phone number: \_\_\_\_\_ Anticipated # in attendance: \_\_\_\_\_

State of Idaho Liquor by the Drink License No. or State Beer & Wine License No. \_\_\_\_\_

Permit to serve and sell: \_\_\_\_\_ Liquor by the drink, Beer & Wine  
\_\_\_\_\_ Beer  
\_\_\_\_\_ Wine

Permit to be used \_\_\_\_\_  
\_\_\_\_\_ (dates) \_\_\_\_\_ (hours)

at \_\_\_\_\_ address \_\_\_\_\_ catering for \_\_\_\_\_  
\_\_\_\_\_ organization or business sponsoring event

The sponsored event will be open for a period of \_\_\_\_\_ days, not to exceed three (3) consecutive days, at a fee of twenty dollars (\$20.00) per day.

Select One:  Private event  Community Event\* (open to the public)

*\*Catering permits associated with events open to the public may also require an open container permit pursuant to ECC 3-2D-4, if 100+ anticipated attendance.*

- Attach diagram of location where the alcoholic beverages will be served &/or sold.**  
*See back for instructions*
  - Attach** copy of Idaho State Alcohol license.
  - Applications** must be received five (5) working days prior to the event.
- Incomplete applications will not be accepted.***

Signature of applicant \_\_\_\_\_

\_\_\_\_\_ Date

<b>STAFF USE ONLY</b>	
Receipt # _____	Total Fees: _____
Date forwarded to Eagle Police: _____	Issue date: _____
Open Container Permit Required: _____	

*updated 2/25/2015*

### **SITE PLAN INSTRUCTIONS:**

1. If a public building, or private building open to the public, the rooms in which the alcoholic beverages are to be served shall be identified.
2. Individual shall be designated at entrance and exit of identified service area to ensure no alcohol leaves the property.
3. Server shall confirm 21+ years of age at time of service.
4. If event is open to the public and 100+ are estimated to attend, an open container permit is required. Site plan guidelines for such events are detailed on that application.

### **CATERING PERMIT REQUIREMENTS: ECC 3-2C-12**

**Qualified applicants:** Any person holding an Idaho retail liquor license, retail beer or wine license, or permit issued pursuant to Idaho Code section 23-1007A may obtain an application for a catering permit at the office of the city clerk and fill out the application completely where designated on the application. The application must be executed by the applicant and filed with the city clerk not less than five (5) business days prior to the catering date(s) requested. Failure to complete the required portions of the application may result in a denial of the application.

#### **Non-Qualified applicants**

No catering permit shall be issued to:

- a. Any person who does not possess a valid retail liquor license, Idaho State retail beer or wine license, or a benevolent, charitable, or public purpose permit from the State pursuant to Idaho Code Title 23, Chapter 9, 10 or 13;
- b. An applicant who willfully files any false or misleading statement which applicant knows to be or reasonably should have known to be false or misleading in any part of said application or any subsequent report;
- c. Any application for catering permit for more than three (3) consecutive days as provided by Idaho Code.

### **CONDITIONS OF APPROVAL: Recommendation of the Police Chief and Fire Chief or their designees:**

- a. The Police Chief may recommend conditions, terms, or a reduction in the number of requested dates or times as determined reasonable to carry out the policies of the City, which include protection of the health, safety and welfare of the public, or to prevent an unlawful disturbance or nuisance. Such conditions may include but are not limited to, posting of appropriate signs, and hiring at applicant's expense additional licensed bonded security personnel. Any such conditions must be attached and displayed as a part of the catering permit or special use permit.
- b. Where the Police Chief determines that due to the anticipated number of participants, location of the catering, pedestrian or vehicular traffic, occurrence of special events; ingress or egress of customers, or presence of minors requires additional physical configuration or limitation of the premises for enforcement purposes, the Chief may recommend that the site of catering be maintained in a specified manner as a condition of the permit.

### **3-2D-3: UNLAWFUL TO CONSUME ALCOHOLIC BEVERAGES:**

Except as otherwise permitted by statute or ordinance, it shall be unlawful for any person to consume any alcoholic beverage in any of the following areas open to the public:

- A. On any street;
- B. In any public or private parking lot;
- C. In or upon any public or private motor vehicle;
- D. Upon any public or private property if open to the public; and
- E. Within the city park system, it shall only be unlawful to possess or consume any alcoholic beverage upon any street, parking lot or restroom. (Ord. 323, 5-12-1998)

To view these sections of Eagle City Code in their entirety visit [www.cityofeagle.org](http://www.cityofeagle.org).