



**BOARD OF COMMISSIONERS  
DOUGHERTY COUNTY  
ALBANY, GEORGIA**

**Dougherty County Special Event Off Premises Catering  
Alcohol Permit Application Process**

1. Applicant picks up application from the County Commission Office, 222 Pine Avenue, Room 540.
2. After application is completed, and notarized, applicant returns it to the Commission Office with a check/money order for the \$50.00 fee made payable to Dougherty County.
3. Applicant should have off-premises and alcohol licenses with the City of Albany. All licenses and City excise taxes must be current.
4. Applicant will take the signed permit/application (if approved) to the State (Dept. of Revenue):

Georgia Department of Revenue  
Alcohol and Tobacco Division  
1105-D West Broad Avenue  
Albany, Georgia 31707  
(229)420-1220 Office  
(229)317-9326 Fax

Revised September 25, 2013



**BOARD OF COMMISSIONERS  
DOUGHERTY COUNTY  
ALBANY, GEORGIA**

**SPECIAL EVENT  
OFF-PREMISES ALCOHOL CATERING  
PERMIT APPLICATION  
Fee \$50.00 Per Event**

Application Date: \_\_\_\_\_  
License Holder: \_\_\_\_\_  
Business Name: \_\_\_\_\_ Contact Phone# \_\_\_\_\_  
Address: \_\_\_\_\_  
Off-Premises License# \_\_\_\_\_ Alcohol License# \_\_\_\_\_

**EVENT LOCATION**

Type of Event: \_\_\_\_\_ Sponsored by: \_\_\_\_\_  
Event Sponsor Name: \_\_\_\_\_  
Location Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

**Event Date:** \_\_\_\_\_ **Event Time:** \_\_\_\_\_ **to** \_\_\_\_\_

Sworn to and described before me \_\_\_\_\_  
This \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_  
\_\_\_\_\_  
Notary Public

Signature

**Office Use Only**

- 1. Fees Received: Yes \_\_\_\_\_ No \_\_\_\_\_ Received by: \_\_\_\_\_
- 2. Location conforms to all regulations: Yes \_\_\_\_\_ No \_\_\_\_\_ Verified by & Date: \_\_\_\_\_
- 3. Event confirmed by sponsor: Yes \_\_\_\_\_ No \_\_\_\_\_ Verified by & Date: \_\_\_\_\_
- 4. All Licenses Current: Yes \_\_\_\_\_ No \_\_\_\_\_ Verified by & Date: \_\_\_\_\_
- 5. City Excise Tax Current: Yes \_\_\_\_\_ No \_\_\_\_\_ Verified by & Date: \_\_\_\_\_
- 6. Office File Update: Yes \_\_\_\_\_ No \_\_\_\_\_ Scanned by & Date: \_\_\_\_\_

APPROVED  DISAPPROVED

\_\_\_\_\_  
County Clerk Date

Note: All laws and regulations relating to the Sale of Alcoholic Beverages must be complied with. It is understood that the person and business named herein is in charge and responsible for the event, and all officers of the licensed business may be held liable and responsible for any violation of law or regulation. All local, state sales tax, and excise tax must be remitted for all sales of alcoholic beverages. Contact must be made with the Department of Revenue to obtain approval of all events.