City of Minneapolis
Licenses and Consumer Services
350 South 5th Street – Room 1
Minneapolis, MN 55415–1391
Phone: 612-673-2080
Fax: 612-673-3399 TTY: 612-673-2157
www.minneapolismn.gov/business-licensing

LICENSE APPLICATION

Liquor Caterer's Notification Form

This form must be sent to BusinessLicenses@minneapolismn.gov at least 24 hours before your event with alcohol service. You are required to obtain all applicable permits.

1. LICENSEE INFORMATION		
Business Name (DBA):	Legal/Corporate Name:	Liquor Caterer's License #
Contact Person	Email address	Telephone Number
Event # _____ of _____ Total (Event # in this license period) of (Total events purchased on license) For example: Event # _7_ of _30_ Total		

2. EVENT INFORMATION		
Name of the Event (i.e. Jones Wedding Reception)		
Business/Building/Location Name		Address
Event Contact Person	Cell Phone Number	email Address
Date(s)	Time(s)	
Number of people: Guests _____ Staff _____	Type of alcohol to be served: ☐ Liquor ☐ Wine ☐ Beer	
List all that will be provided: ☐ Band ☐ D.J. ☐ Dance Area ☐ Food ☐ Tent ☐ Other:_____		
Location Description: ☐ Licensed Premises ☐ Unlicensed Premises ☐ Private Residence ☐ Other_____		
Event is to be held: ☐ Indoors ☐ Outdoors ☐ Both Indoors and Outdoors Identify how the area will be enclosed: _____		
Name of Security Company	# of Security Personnel	

I will have the following documents on site during the event:

Yes	No	NA	
☐			Copy of City of Minneapolis Liquor Caterer's License
☐			Copy of this form
☐			Copy of State Liquor Caterer's Permit
☐			Contract between caterer and event sponsor
☐			Approval letter from property owner allowing the sale and consumption of alcoholic beverages
☐			Diagram of premises
☐	☐	☐	Tent permit (Fire) - 612-335-6070
☐	☐	☐	LP gas tank permit (Fire) - 612-335-6070
☐	☐	☐	Temporary occupancy permit (Fire) - 612-335-6070
☐	☐	☐	Amplified sound permit (Environmental Health) - 612-673-3867
☐	☐	☐	Street closure permit (Transportation and Parking Services) - 612-673-5750

3. VERIFICATION

I agree to permit entry to any officer or investigator who may have legal authority for the purpose of inspection or search. I certify that the above information is true and complete and agree to comply with all applicable laws related to liquor catering.

SIGNATURE_____ **TITLE**_____ **DATE**_____