



COLUMBUS CONSOLIDATED GOVERNMENT

Georgia's First Consolidated Government

0101-099-1999-4826

FINANCE DEPARTMENT

REVENUE DIVISION - Occupation Tax Section

3111 Citizens Way, Columbus, GA 31906
P.O. Box 1397, Columbus, Georgia 31902-1397
706-653-4100x1, Fax 706-225-3780

DEPARTMENTAL USE ONLY:

Amount To Be Validated \$ _____

NON-PROFIT SPECIAL EVENT APPLICATION TO SELL/SERVE ALCOHOLIC BEVERAGES

Name of Non-Profit Organization requesting approval: _____

Address of Non-Profit Organization: _____

Name/Type of Event: _____

Purpose of Event: _____

Address/Location of Event (physical location): _____

Day(s) & Dates(s) of Event: _____

Beginning & Ending Time of Event for each day/date: _____

Will the event be held indoors or outdoors? _____

Name of Alcohol Distributor Wholesaler(s) supplying alcoholic beverages: _____

Type of Alcoholic Beverages to be served at event (i.e. Beer, Wine and/or Liquor): _____

Authorized Signature of Non-Profit Organization Contact Person

Printed Name and Title of Non-Profit Organization Contact Person

E-Mail Address of Non-Profit Organization Contact Person

Contact Number

***Non-Profit Organization must include a copy of their 501 non-profit status -
Determination Letter from the Internal Revenue Service ***

Please sign and date this application acknowledging your responsibilities to ensure all local and state laws governing the dispensing and sales of alcohol are strictly enforced. An administrative fee of \$25.00 must be paid at the time application is submitted.

NONPROFIT ALCOHOLIC BEVERAGE SPECIAL EVENT APPLICATION

Guidelines:

A bona fide nonprofit civic organization that desires to sell or serve alcoholic beverages temporarily (no more than 3 days) for consumption on a non-licensed premises during a special event shall pay a fee of twenty-five dollars (\$25.00) to obtain approval from the City Manager's Office authorizing the organization to sell or serve alcoholic beverages for consumption on the premises of the special event. A bona fide "nonprofit organization" is defined as an organization which is an exempt organization under Section 501 of the Internal Revenue Code.

Applicants shall submit a completed application with the non-refundable \$25.00 administrative processing fee, for each event, to the Finance Department-Revenue Division at least 30 business days before event. Please include any additional information on separate attachment.

If approved, the applicant will be forwarded a Letter of Approval from the City Manager's Office. If denied, the applicant will be forwarded a Letter of Denial from the City Manager's Office.

Please be advised, the applicant, facilitator and facility shall be responsible for any violations which may occur at an event.

At any time, any agent of the City may enter the approved special event premises for the purpose of inspecting the premises relating to the possession, selling or serving of alcoholic beverages for compliance with City and State law.

The applicant must notify this office immediately of any cancellations in writing.

Applications must be submitted through the Georgia Tax Center (GTC)

<https://gtc.dor.ga.gov>

Remittance should be emailed to the following personnel:

yivey@columbusga.org

tatum.erika@columbusga.org

We accept VISA, Mastercard, Discover and American Express Credit Cards

[AuthForm-CC-One-Time-Payment.pdf](#)

If you have any questions, please contact the Finance Department-Revenue Division at 706-653-4100 x1.

Please contact the Georgia Department of Revenue Alcohol & Tobacco Division for State regulations regarding any State Alcohol Special Event Permits at 877-423-6711 or <https://dor.georgia.gov/alcohol-tobacco>.