



# Lumpkin County Non-profit Organization Special Event Permit Application

All Alcoholic Beverage Special Event Permits must be turned in to the County Clerk the **Wednesday PRIOR to the first Work Session of the month** (usually held the first Tuesday each month). Please check [www.lumpkincounty.gov](http://www.lumpkincounty.gov) under "Meetings & Agendas" to check Commissioner meeting dates.

## **APPLICATION:**

Payment in the amount of **\$50.00 per event** for qualified **non-profit organizations** must be included with the application and be payable to: Lumpkin County Board of Commissioners. Remember to sign and date, attach proper payments, and any required documentation. Incomplete applications, applications submitted without proper payment or required documentation will be returned. **For further information, consult the Alcoholic Beverage Ordinance found on the Lumpkin County website.**

**NEW STATE ALCOHOL LICENSING PROCESS:** Please visit <https://gtc.dor.ga.gov> to apply for a special event alcohol permit with the State. This process is a requirement as of 2022. We are not able to assist with the State application process, but you can call the helpline at 877-423-6711.

**A nonprofit special event permit may be granted to the same applicant a maximum of 12 days per year.**

You *must* attach the following:

- Completed Application Form** (*all* pages) and fee of **\$50.00 per event** for qualified non-profit organizations made payable to: "Lumpkin County Board of Commissioners"
- Property Owner Approval** – notarized letter stating permission to hold event (if property not owned by applicant)
- Sheriff's Office Approval** – of crowd & traffic control, parking, and security measures.
- County Public Works Department Approval** – of premises, traffic control measures, and parking.
- Certificate of Insurance** - The licensee shall indemnify and hold the county harmless from claims, demand or cause of action which may arise from activities associated with the special event. The licensee shall ensure by written documentation satisfactory to the board of commissioners that such insurance as may be required for the event has been issued. No event may be held until ten business days after the policy has been recorded with the county.
- Written Statement** - that any employee or volunteer working on the special event in any position of dispensing, selling, serving, taking orders or mixing alcoholic beverage shall be knowledgeable about laws concerning alcoholic beverages.
- Written Plan** – if applicable, for adequate water, food and sanitary facilities, and a fallback plan should the crowd be larger than expected.
- Documentation** – If event is for **non-profit organizations**, documentation must be shown that the special event is associated with and will benefit charitable and/or civic organizations, or provide a copy of tax exempt status (501C3 letter from IRS).

If you have any questions please contact the County Clerk at 706-864-3742



# Lumpkin County Non-profit Organization Special Event Permit Application

Incomplete applications, applications submitted without proper payment or required documentation will be returned. *This application must be turned into the County Clerk no later than the Wednesday before the first Work Session of the month.* Please make sure to apply for the special event permit with the State of Georgia as well.

\_\_\_\_\_  
**Name/Title of the Event**

\_\_\_\_\_  
Name of non-profit organization

\_\_\_\_\_  
Address of non-profit organization

\_\_\_\_\_  
Tax I.D. number

\_\_\_\_\_  
**Beer** and/or **Wine** and/or **Distilled Spirits**  
Type of Alcoholic Beverages to be sold at event (**Circle one or multiple**)

\_\_\_\_\_  
**Location of Event**

\_\_\_\_\_  
**Date(s) of Event**

\_\_\_\_\_  
**Time range of Event**

\_\_\_\_\_  
**Date(s) when alcohol is delivered to property and then retrieved from property**

\_\_\_\_\_  
**\*Name of the Property Owner where Event to be Held**

\*(Notarized letter from property owner stating permission to hold event must also be attached to application.)

**The licensee shall indemnify and hold the county harmless from claims, demand or cause of action which may arise from activities associated with the special event.**

\_\_\_\_\_  
Name of Individual Applying on Behalf of Non-Profit Organization

\_\_\_\_\_  
Signature of Individual Applying on Behalf of Non-Profit Organization

Residence: \_\_\_\_\_  
                        street (911 address)                                  city                                  county                                  state                                  zip

Phone number: \_\_\_\_\_ email address: \_\_\_\_\_

If you have any questions please contact the County Clerk at 706-864-3742



# Lumpkin County Non-profit Organization Special Event Permit Application

## Lumpkin County Sheriff's Review

Application for Special Event Permit for Sale or Dispensing of Alcoholic Beverages

Applicant's Name: \_\_\_\_\_

Non-Profit Organization's Name: \_\_\_\_\_

I, \_\_\_\_\_, Sheriff of Lumpkin County, have been given a copy of the county special event alcoholic beverage permit application filed by the above-named applicant applying on behalf of the named non-profit civic organization. I have reviewed the application, including the proposed date, time and place of the proposed activity. I have considered the nature of law enforcement services that this activity will require, and have provided the County with an estimate of the cost of such services if the same are estimated to be in excess of usual and normal costs.

I am approving the traffic control and parking arrangements of this event. Yes \_\_\_\_\_ No \_\_\_\_\_

I am approving crowd control and security measures at this event. Yes \_\_\_\_\_ No \_\_\_\_\_

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Signature: \_\_\_\_\_  
Sheriff of Lumpkin County

***The Sheriff or his designee may immediately revoke any permit for a special event if it is determined continued alcohol sales may endanger the health, welfare or safety of the public.***

If you have any questions please contact the County Clerk at 706-864-3742



# Lumpkin County Non-profit Organization Special Event Permit Application

## Lumpkin County Public Works Director's Review

Application for Special Event Permit for Sale or Dispensing of Alcoholic Beverages  
by a Non-Profit Organization

Applicant's Name: \_\_\_\_\_

Non-Profit Organization's Name: \_\_\_\_\_

I, \_\_\_\_\_, Public Works Director of Lumpkin County, have been given a copy of the county special event permit application filed by the above-named applicant applying on behalf of the named non-profit civic organization. I have reviewed the application, including the proposed date, time and place of the proposed activity. I have considered the nature of this activity on traffic control measures and parking.

I am approving the traffic control and parking arrangements of this event. Yes \_\_\_\_\_ No \_\_\_\_\_

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Signature: \_\_\_\_\_  
Public Works Director of Lumpkin County

If you have any questions please contact the County Clerk at 706-864-3742



# Lumpkin County Non-profit Organization Special Event Permit Application

## AFFIDAVIT VERIFYING STATUS FOR COUNTY PUBLIC BENEFIT

By executing this affidavit under oath, as an applicant for a Lumpkin County, Georgia Business Occupation Tax Certificate, Alcohol License, Taxi Permit or other public benefit as referenced in O.C.G.A. §50-36-1, I am stating the following with respect to my application for a Lumpkin County Business Occupation Tax Certificate, Alcohol License, Taxi Permit or other public benefit (circle one) for

\_\_\_\_\_  
*Name of natural person applying on behalf of individual, business, corporation,  
partnership, or other private entity*

1) \_\_\_\_\_ I am a United States citizen

**OR**

2) \_\_\_\_\_ I am a legal permanent resident, 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act, 18 years of age or older and lawfully present in the United States.\*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code §16-10-20 of the Official Code of Georgia.

**Signature of Applicant:**

**Date**

\_\_\_\_\_

**Printed Name:**

\_\_\_\_\_

**\*Alien Registration Number for non-citizens**

\_\_\_\_\_

Subscribed and Swore Before Me on The

\_\_\_\_\_ Day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Notary Public

Commission Expires: \_\_\_\_\_

**\*Note:** O.C.G.A. §50-36-1(e)(2) requires that aliens under the Federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their alien registration number. Because legal permanent residents are included in the federal definition of “alien”, legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below:

\_\_\_\_\_

If you have any questions please contact the County Clerk at 706-864-3742