



togetherforbetter

Department of Business License

Vincent V. Queano, Director

500 SOUTH GRAND CENTRAL PKY, 3RD FLOOR

BOX 551810

LAS VEGAS, NEVADA 89155-1810

Phone: (702) 455-4111

Toll Free: (800) 328-4813

Fax: (702) 386-2168

<http://www.clarkcountynv.gov/businesslicense>

LIQUOR CATERER PERMIT APPLICATION

ALL APPLICATIONS REQUIRE THE FOLLOWING:

This application is supplemental to special event(s) permitting. If you are hosting, or vending, at a special event please ensure that you have (or event management has) also completed the appropriate special event permit application with either [Clark County Parks and Recreation](#) or [Clark County Public Works](#). *Notice: Incomplete documentation will be returned without being processed.*

- **LICENSE TO OPERATE A LIQUOR CATERER BUSINESS**

Applicants seeking a Liquor Caterer Permit for a special event, you must already hold a valid and current license for a Liquor Caterer business with our department pursuant to [Clark County Code Chapter 8.20.240](#).

- **A COMPLETED APPLICATION FOR LIQUOR CATERER PERMIT**

A completed *Application for Liquor Caterer Permit* (attached) will contain the following:

- Applicable event information, including:
 - Liquor License number as assigned by this department (*required*).
 - Event Sponsor, location, date(s), and time(s)
 - Description of event and estimated attendance
 - Type of permit being requested
 - Number of service locations at event
 - On-site Supervisor contact information
 - List of *all* employees serving or supervising alcohol distribution; including work card number and Alcohol Awareness Training information.
 - If more room is necessary to list all employees for the event, please either include additional copies of this form or provide a list of all employees with all applicable information (work card and training) as required by this permit application.

- **PAY FEES**

Fees for operating as a liquor caterer at an event are issued based on a flat fee of \$10 per service station at the proposed special event. For example, if you were only operating one (1) service station, the fee would be \$10; however, if you were operating five (5) service stations, the total fee due at application would be \$50. ***Please note, late applications will be charged double the amount of the listed fees. Late applications are any applications submitted less than ten (10) calendar days in advance.***

OTHER ACTIVITIES

If there are other activities conducted with your event you may be required to obtain additional business licenses/ permits from Business License or other agencies in conjunction with this application for a Liquor Caterer Permit.

PROCESS & APPROVALS

All liquor caterer permits are subject to provisions and prohibitions as outlined in [Clark County Code Chapter 8.20.240](#).

Once the "Application for Liquor Caterer Permit" has been submitted *and the payment processed*, Clark County Business License will issue a

"Liquor Caterer Permit" *subject to approval* by the department and inspecting agencies as necessary, or as required, for the special event. A business license technician will be in contact with any additional necessary information or next steps.

OTHER DEPARTMENT CONTACT INFORMATION

Clark County Public Works (Special Events Unit)

Phone: (702) 455-6000

Email: InTheWorks@ClarkCountyNV.gov

Address: Clark County Govt. Center, 2nd Floor
500 S. Grand Central Pkwy
Las Vegas, NV 89155

Clark County Parks and Recreation

Phone: (702) 455-8200

Email: SPERentals@ClarkCountyNV.gov

Address: Clark County Govt. Center, 2nd Floor
500 S. Grand Central Pkwy
Las Vegas, NV 89155



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LIQUOR CATERER PERMIT APPLICATION

- Please fill out form completely; use **black** ink only; *incomplete, illegible, or altered application forms will be returned.*
- Payments can be made by cash, check, or money order made payable to: Clark County Department of Business License.

BUSINESS INFORMATION

Date of Application:		Liquor Caterer Business Name:	
Liquor Caterer License #:	Phone Number:	Business Email:	

EVENT INFORMATION

Event Sponsor:		Event Sponsor or Location Associated Business Name:	
Location/ Address of Event (Include Suite Number):		City/ State:	Zip Code:
Event Start Date:	Event End Date:	Hours (Start Time):	Hours (End Time):

Description of Event:

Estimated Attendance:	Is event indoors or outdoors? <input type="checkbox"/> Indoors <input type="checkbox"/> Outdoors
	Does event sponsor have Zoning approval for outdoor use? <input type="checkbox"/> Yes <input type="checkbox"/> No

Fees are \$10.00 per day per liquor service location.

Number of Liquor Service Locations to be Operated:

EMPLOYEE INFORMATION

On-site Contact Information

Liquor Caterer Supervisor at Event: (First, M.I., Last)

Primary Phone:	Alternate Phone:
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List all employees serving or supervising alcohol distribution

Name	Work Card Number	Work Card Expiration Date	Alcohol Awareness Training Expiration Date

If you need more room for more employees, submit the information on an additional form or a separate sheet of paper.

SIGNATURES (requires signatures of owner, officer, authorized or legal signer)

_____	_____
Applicant's Signature	Applicant's Printed Name and Title

FOR OFFICIAL USE ONLY

CCBL Director	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove	Signed:	_____	Date:	_____
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