



**CITY OF DULUTH**  
**CITY CLERK'S OFFICE**  
 318 City Hall • 411 West First Street  
 Duluth, Minnesota 55802-1189  
 URL: [www.duluthmn.gov](http://www.duluthmn.gov)  
 Phone (218) 730-5500

<b>FOR OFFICE USE ONLY</b>	
DATE _____	
LICENSE # _____	

### LIQUOR CATERER REGISTRATION

*Type in your information by tabbing through the boxes below. Print, sign and submit all pages to the address above.*

An on-sale liquor license holder with a State of Minnesota Liquor Catering Permit may apply for a license to provide food and alcohol at private events. No license shall be issued for a period longer than one year. Licenses are not transferable. For each event with alcohol service, liquor caterers shall send the required Notification Form at least **5 days** in advance and obtain the required permits.

LICENSE PERIOD:		TOTAL FEE: \$129.00	
Corporate Name:		Trade Name:	
Business Address:		Telephone No.	
Contact Person:		Telephone No.	
Owner	Partner	Manager	Email Address:

Attach a copy of each of the following:

- On Sale Liquor License
- Food Catering License
- Minnesota State Liquor Caterer's Permit

**I HEREBY STATE THAT ALL INFORMATION HERE IS TRUE AND CORRECT AND THAT I SHALL COMPLY WITH ALL PROVISION OF THE ORDINANCES OF THE CITY OF DULUTH AND LAWS OF THE STATE OF MINNESOTA AND THEIR AMENDMENTS.**

Signature	Date
Title	

**GOVERNMENT DATA PRACTICES ACT - CLASSIFICATION WARNING:** The data you supply on this form will be used to process the license you are applying for. You are not legally required to provide this data, but we will not be able to process the license without it. Some of the data will be classified as public data if and when the license is granted. Private financial information including a tax identification number and social security number are classified as private data and will be available to governmental personnel and other governmental agencies whose access is necessary to perform their official duties.



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## LIQUOR CATERER EVENT NOTIFICATION

*Type in your information by tabbing through the boxes below. Print, sign and submit all pages to the address above.*

Liquor caterers shall send the required Notification Form and fee at least **5 days** in advance and obtain the required permits. No license shall be issued for a period longer than 3 days unless it's a civic event or community festival. Both state and city permits/licenses must be available for display upon request by law enforcement.

LICENSEE INFORMATION			
Corporate Name:		Trade Name:	
Business Address:		Bus Telephone No.	
Contact Person:		Telephone No.	
Owner	Partner	Manager	Email Address:
EVENT INFORMATION		TOTAL FEE	
		<b>\$56.00</b>	
Name of Event:		Date of Event(s)	
Business/Bldg/Location Name:		Public Event? YES NO	
Address of Event:		Time(s):	
Event Contact Person:		Cell Phone No.	
Email Address:		Security Company Hired:	
Number of people:	Type of Alcohol Served: Liquor Beer Wine		
Event is to be held: Indoors	Outdoors	Dancing? Yes No	Sound Amplification? Yes No
Identify how the area will be enclosed:			
<b>I Hereby State That All Information Here Is True and Correct and That I Shall Comply with All Provisions of the Ordinances of the City of Duluth and Laws of the State of Minnesota and Their Amendments.</b>			
Signature			
Title		Date	

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**DULUTH LEGISLATIVE CODE.**

**CHAPTER 8.**

**BEVERAGES.**

**Sec. 8-71. Liquor caterer's registration and event permits.**

(a) The holder of a state caterer's permit issued under the provisions of Minnesota Statutes, Section 340A.404(12), in order to provide catering services in the city, shall register to operate under such caterer's permit using a form approved by the police chief and provided by the city clerk. An annual liquor caterer's permit registration fee shall be established in accordance with Section 31-6(a);

(1) Registration of a liquor caterer's permit must be approved by the police chief and may be denied, or an approved registration may be suspended or revoked by the police chief without refund, for any of the following reasons:

(A) Any violation of the laws relating to the sale or service of alcoholic beverages;

(B) Licensee's refusal to supply books of account and contracts pertaining to an event as set forth in this Section;

(C) Any violation of the terms of this Section;

(D) Any other good cause related to the operation of the business or venue;

(b) Events that are catered in the city in accordance with Minnesota Statutes Section 340A.404(12) shall comply with the following provisions:

(1) Each catered event must be approved by the police chief. A liquor caterer shall apply for event approval to the city clerk at least five business days prior to the catered event and provide pertinent information about the event using a form provided by the city clerk. An event approval fee shall be established in accordance with Section 31-6(a);

(2) The police chief may deny approval for any of the following reasons:

(A) The liquor caterer failed to apply for event approval as required by this Section;

(B) The operation of the event will unreasonably disturb the peace, quiet or repose of surrounding residential or commercial areas;

(C) The operation of the event will contribute to crime, disorderly behavior, noise, traffic, litter or parking problems in the area near the event's location;

(D) The licensee is in arrears in the payment of any city sales or property taxes, city fees, or city penalties;

(E) The failure to provide for adequate security personnel;

(3) Liquor caterers shall submit to and facilitate any site inspections by police, fire or other regulatory agency;

(4) Liquor caterers shall maintain adequate security at catered events in the city. The caterer may coordinate this with the host facility;

(5) If an event is to be held outside, the applicant shall indicate how the alcohol will be confined to a particular area. Exclusive outdoor events must provide portable toilets and comply with all applicable county health regulations related to such toilets;

(6) No sale of alcohol shall occur after 1:00 a.m.;

(7) All servers of alcohol at a catered event must be at least 18 years of age and employees of the liquor caterer;

(8) The liquor caterer shall staff the event with at least one employee from the original licensed establishment;

(9) No single location in the city shall have a single liquor catered event lasting more than three days, unless the event is a civic event or community festival as designated by the mayor;

(10) Both state and city permits/licenses must be available for display upon request of any law enforcement officer or investigator;

(c) A liquor caterer shall keep a record of each event that they cater in the city. The record

shall include the location of the event, the date and time, the event contact name(s) and phone number(s), and shall provide this register to city staff upon request;

(d) The city council may by resolution establish a list of premises for which a liquor caterer may not provide services at an event without explicit approval of city council;

(e) Any violation of the provisions set forth in this Chapter or Chapter 340A of the Minnesota Statutes by a licensee or the licensee's employees, agent or servants, while operating under a liquor caterer's permit which occurs on the premises being catered, shall cause the licensee and the licensee's employees, agents or servants to be subject to civil, criminal or administrative action;

(f) Holders of a liquor caterer's permit shall comply with all provisions of the statutes, ordinances and rules governing the retail sale of alcoholic beverages;

(g) Registration under this Section shall expire on August 31 of each year;

(h) The liquor caterer may appeal the decisions of the police chief as follows:

(1) The denial or suspension of permit registration may be appealed to the alcohol, gambling and tobacco commission within ten days after notice of the action is issued. The appeal shall be in writing on a form provided by the city clerk and shall specify the grounds and factual basis of the appeal. The appeal shall be accompanied by an appeal fee which shall be established by city council pursuant to Section 31-6(a). The commission shall hear the appeal at its first meeting following receipt of the appeal and the appeal fee, unless the appeal was received after the commission's agenda deadline. Any appeals filed after the commission's agenda deadline shall be heard at the following meeting. The commission's actions are limited to affirming or reversing the decision of the police chief. The commission shall specify the basis for its decision by motion. The decision of the commission is the final action of the city and is subject to appeal to the Minnesota court of appeals pursuant to Minnesota Statutes Section 606.01;

(2) The denial of an event permit may be appealed to the chief administrative officer within seven days after notice of the action is issued. The appeal shall be in writing on a form provided by the city clerk and shall specify the grounds and factual basis for the appeal. The appeal shall be accompanied by an appeal fee which shall be established by city council pursuant to Section 31-6(a). The chief administrative officer or designee, who shall not be the police chief or any employee of the police department, shall hear the appeal within ten business days. The chief administrative officer's decision shall be issued in writing and shall specify the basis for decision. The decision of the chief administrative officer is the final action of the city and is subject to appeal to the Minnesota court of appeals pursuant to Minnesota Statutes Section 606.01. (Ord. No. 10104, 9-12-2011, § 14.)