



KCMO Neighborhood and Community Services  
Regulated Industries Division  
635 Woodland Ave., Kansas City, MO 64106  
816-513-4561

## Catering Permit

### Instructions, Guidelines and Requirements

**\*Applicant MUST have a valid Kansas City, Missouri Liquor License in order to serve alcohol at a temporary event.\***

#### The following documents will need to be uploaded with your application:

- Copy of the contract between caterer and event sponsor.
- Letter from the property owner approving the event and allowing the sale and consumption of alcoholic beverages on the premises
- Detailed diagram of the premises
- Clearance from Fire Department for the premises where the event will be held
- A copy of the health permit or temporary permit for the event site
- A copy of the noise permit – outdoor events only
- A copy of the dance hall permit
- A copy of the street closure permit
- A copy of the Certificate of Occupancy OR occupant load certificate
- Public Park access – A copy of the approval letter from the Parks Department

#### Additional requirements and policies governing catered events:

- 1. State License** – You must make application for and receive a Picnic (liquor license) from the State of Missouri Division of Alcohol & Tobacco Control prior to the issuance of the Non-Profit Special Event Licensee from Regulated Industries Division.  
**Division of Alcohol & Tobacco Control: 816-889-2574**
- 2.** No catering permit will be issued for any premise that has applied for a permanent liquor license and has failed to obtain that license with the exception of a private event such as a wedding or non-profit event.
- 3.** No catering permit will be issued for any non-licensed premise when the director of the Neighborhood and Community Services Department determines that the intent is to operate as a venue holding a permanent liquor license. **Sec 10-105 (b)6**
- 4.** During the sale or transfer of an existing license, a maximum of four catering permits may be issued. **Sec 10-241.**
- 5. An application for a catering permit may be denied by the department director. Sec 105(b)(11)**
- 6. A catering permit shall only authorize the sale of the same type of alcohol during the same hours as specified on the Licensee's current liquor license.**
- 7.** Applications must be filed with Regulated Industries no less than five (5) days prior to the scheduled event. An approval letter along with the city permit will then be issued. The approval letter must accompany the required application filed with the State of Missouri. The State will issue a receipt or license for the event. Failure to provide this information will prevent the establishment from obtaining future catering permits. It is mandatory that both City & State licenses are available for display upon the request of any law enforcement officer and/or Investigator designated by the Director for any catered event.
- 8.** No catering permit will be issued for any non-licensed premise that has made application for a liquor license and is currently in the consent process. **Sec 10-105(b)(7)**
- 9.** Catering permits shall be effective for a period not to exceed 120 consecutive hours. **Sec 10-105(c)(1)**
- 10.** Any violation of the provisions set forth in chapter 10 of the ordinances of the City of Kansas City, MO by a person holding a catering permit, or his employee, agent or servant, shall cause the permit holder and his employee, agent or servant to be subject to administrative action by the director and as though the violation had occurred on the permit holder's licensed premises. **Sec 10-105(e)**
- 11.** If the application is denied, an application to protest the denial may be submitted to Regulated Industries as referred to in Chapter 10 of the ordinances. **Sec 10-62.**
- 12. Barriers** – A description must be included that describes the type(s) of barrier(s) that will be used to close the street that will prevent alcoholic beverages from leaving the controlled area. **Sec 10-33 from sec 10-105(a)(5)**
- 13. Diagram** – Provide a diagram of the proposed site and include all points of service where the distribution/sale of alcohol will take place. If the event is to be held outside, the diagram must show how the alcohol will be contained. The diagram must show all of the outdoor seating (if any), the location of porta-potties, the location of the traffic barriers, where security will be located, and a measurement of the entire outside perimeter of the event. **Sec 10-33 from sec 10-105(a)(5)**

**14. Security** – An indication of what security measures will be taken for crowd control must be submitted. Include the number of employees and the number of security officers that will be used to supervise the event. For every 100 people projected to be at the event, two armed security officers or police officers must be present. **Sec 10-33 from sec 10-105(a)(3)(e)**

**15. Fire Permit/Place of Assembly Permit** – A copy of the Fire Permit (indoor event) or Place of Assembly Permit (outdoor event if a tent is used) from the City of Kansas City, Mo., Fire Marshal's Office, 635 Woodland Ave, (816) 784-9100. **Sec 10-33 from sec 10-105(a)(3)(c)**

**16. Health Permit** – A copy of the health permit, catering permit or temporary event permit for the premise where the event will take place. Health Department, 2400 Troost Ave., (816) 513-6247. **Sec 10-105(a)(3)(c)**. A health permit is required under the following circumstances:

- a. If the premise has a health permit and food will be cooked in the kitchen but will be brought outside to be served to guests by setting up equipment (coolers, chafing dishes, hotboxes) to hot/cold hold and dispense, portion, or serve food *outside* the permitted facility.
- b. If the premise has a health permit but the food is cooked and served outside, a temporary event permit is required to cook and/or prepare the food outside of the permitted facility.
- c. If an existing restaurant-bar is catering alcohol onto an unlicensed premise where mixed drinks or wine will be served, a catering permit or temporary event permit is required depending on the type of event.
- d. If an existing restaurant-bar is catering *alcohol & food* onto an unlicensed premise, their existing health permit will not cover the event as they will need to apply for either a catering permit or temporary event permit depending on the type of event.

**17. Noise Permit** – Outdoor Events – If live music will be performed, a noise permit will be required from the City of Kansas City, Mo., Health Department located at 2400 Troost Ave., (816) 513-6247. **Sec 10-33 from sec 10-105(a)(3)(c)**

**18. Dance Hall Permit** – If there will be dancing at the event, a Dance Hall Permit must be obtained from the Regulated Industries Division (\$15 per day). **Sec 10-33 from sec 10-105(a)(6)**

**19. Street Closure** – If a public street will be blocked off for the event, a permit for a street closure must be obtained from the City of Kansas City, Mo., Public Works Department. **Sec 10-33 from sec 10-105(a)(3)(i)**

**20. Employee Liquor Permits** – Anyone who will be acting in the capacity of a bar manager, bartender, waiter, waitress, cashier, sales clerk, stock person or doorman, or other person responsible for checking identification cards to determine age must have in their possession at all times a liquor permit at all times. Temporary Liquor Permits can be purchased from Regulated Industries in advance of the event for \$5.00 each.

**21. Certificate of Occupancy** – A copy of the certificate of occupancy for the premises hosting the may be needed. City Planning and Development Department in City Hall, 414 E. 12th St., (816) 513-1500, Option 4. **Sec. 10-241(c)(1)&(d)**

**22. Occupant load certificate** - A copy of the occupant load certificate which states the interior occupant capacity of the premise may be needed. City Planning and Development Department in City Hall, 414 E. 12th St., (816) 513-1500, Option 4. **Sec. 10-241(c)(1)&(d)**

**23.** Alcohol must be served in plastic containers. Glass is NOT permitted. **Sec 10-33 from sec 10-105(b)(4)**

**24.** If the event is to be held in a public park, you will need to receive authorization from the Board of Parks and Recreation Commissioners – 4600 E. 63<sup>rd</sup> Street, (816) 513-7500

**25.** As required by **section 34-369** of the Code of Ordinances of the City of Kansas City, Missouri, all medical staff is required to have current clinical privileges from the office of the EMS Medical Director . For more information, please call (816) 513-6263 or visit them at 2440 Troost Ave., suite 4200 in Kansas City, MO 64108.

25.If the application is denied, you may appeal the denial. For more information please see **Sec 10-36** in the Code of Ordinances.

#### **Sec. 10-105. (a) General Requirements for temporary and annual catering permits**

##### **Qualifications**

1. Only a liquor-by-the-drink licensee is eligible to receive a catering permit and they must be in good standing with the city which is defined by not having liquor code violations throughout a two-year period from the date of application.

##### **Section 10-105 (b) Temporary catering permits**

1. **Property Owner's Approval** – There must be a letter from the property owner stating his approval which must include where the event is to be held and the starting and ending times for the event(s).
2. **Contract** – There must be a contract between the caterer and the organization sponsoring the event.
3. **Diagram of the Premises** – There must be a diagram of the premises which must also include a diagram of the areas where alcohol will be sold and consumed. If the event is to be held outside, the diagram should show how the alcohol will be contained (a description of the barriers used to close the street) in the approved area and where security will be posted. If there will be any outdoor seating, show where it will be located on the diagram and include a measurement of the entire outside perimeter of the event.

4. **Temporary Catering Permit Fee** – A check made payable to the City Treasurer in the amount of \$15 per day of the event.

**Subsection 10-105 (c) Annual catering permit – permits a restaurant/bar licensed to hold an unlimited number of catering events.**

**Specific Qualifications:**

1. The caterer shall report the location of each function five business days in advance of the scheduled event. Reports shall include:
  - a. Permission from the property owner
  - b. Permission from the State of MO
  - c. The contract between the caterer and sponsoring event.
  - d. A diagram of the premises
  - e. The date or dates and times of the event(s) held.
2. The caterer must have been in business for two or more continuous years from the date of application. The caterer must be in “Good Standing” with the City of Kansas City, MO and have no liquor code violations within the last two years from the date of application.