



City of Ketchum

Alcohol Beverage Catering Permit Application

Submit completed application and \$20 per day fee to the City Clerk Office, PO Box 2315, 480 East Ave., N., Ketchum, ID 83340. If you have questions, please contact Business License & Tax Specialist Kathleen Schwartzberger at taxes@ketchumidaho.org or (208) 726-3841.

LICENSEE INFORMATION	
Name of Business:	
Doing Business As (DBA) OR Individual listed on your State License:	
Business Physical Address:	
Business Mailing Address:	
Business Phone:	Business Fax:
Business Email:	Business Website:
Idaho Alcohol Beverage License No:	License Held: Liquor <input type="checkbox"/> Wine <input type="checkbox"/> Beer <input type="checkbox"/>
EVENT CONTACT INFORMATION	
Event Name (catering event name, please be specific):	
Event Location (address including room name or suite number):	
Event Sponsor Organization:	
Event Contact Name:	Event Contact Email:
Event Contact Phone:	Will contact be on site: Yes <input type="checkbox"/> No <input type="checkbox"/> <i>(if no, provide onsite contact information below)</i>
Onsite Contact Name:	Onsite Contact Phone:
**permit holder or an employee of the permit holder must be present at the event	
EVENT INFORMATION	
Estimated number of guests in attendance: _____	Is this a 21 year and older event? Yes <input type="checkbox"/> No <input type="checkbox"/>
Is this a party? Yes <input type="checkbox"/> No <input type="checkbox"/>	Start Time: _____ End Time: _____
Is this an event? Yes <input type="checkbox"/> No <input type="checkbox"/>	Dates: _____
1-2 days, how many days	<i>maximum 2 days</i>
3-5 days, how many days	<i>maximum 5 days</i>
Is this party/event connected with a special event permit? Yes <input type="checkbox"/> No <input type="checkbox"/>	
TENT OR CANOPY INFORMATION	
Will a tent or canopy over 400 sq. ft. be used? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If yes, please apply for a tent permit with the Ketchum Fire Department, 208-725-7805.</i>	

DRAWING OF SITE. MAP SHOULD PROVIDE ALL DETAILS.

Show location of alcohol service, location in relation to streets and sidewalks, and area measured in feet.



The sponsored event will be open to the named organization(s), group(s), or person(s) and guests for a period stated in the Official Use Only box below. Days, not to exceed five (5) consecutive days, require a fee of twenty dollars \$20.00 per day. Unless licensee is disqualified, approval of this permit does certify that the licensee is entitled to hold and use this permit at the above designated location and is subject to provision of Idaho Code §23.

Applicant agrees to observe all City ordinances, laws and conditions imposed. Applicant agrees to defend, hold harmless and indemnify the City of Ketchum, its officers and employees from all liability claims, suits and costs arising from incidents or accidents occurring under this permit. Applicant certifies that s/he has read and examined this application and that all information contained herein is true and correct.

Signature of Authorized Representative

Date

OFFICIAL USE ONLY		
Date Received:	Fee Paid:	By:
Permit Number:	Days:	
Police Approved/Denied Date (circle one):	By:	
Conditions:		
Fire Approved/Denied Date (circle one):	By:	
Conditions:		
City Clerk Signature:	Date:	